Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City
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May 6, 2019

Division Memorandum
No. 067, s. 2019

EVALAUATION AND RANKING OF QUALIFIED APPLICANTS FOR VACANT/NEWLY-CREATED NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF CAPIZ

To: Assistants Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads, Schools Division Office

1. This office announces the conduct of the **Evaluation and Ranking of Qualified Applicants for the following Vacant/Newly-Created Non-Teaching Positions in the Schools Division of Capiz (SDO-Capiz):**

1.1. Education Program Specialist II for Alternative Learning System (ALS): (Vacant, 2 items)

CSC Required Qualifications

Education	:	Bachelor's Degree in Education or its Equivalent
Experience	:	2 years experience in education, research, development, implementation or other relevant experience
Training	:	4 hours relevant training
Eligibility	:	Career Service (Professional) Eligibility for 2nd Level

Preferred Qualifications

Education	:	Bachelor's Degree in Education or its Equivalent
Experience	:	2 years experience in education, research, development, implementation or other relevant experience ▪ Highly developed interpersonal skills to be able to deal with wide range of individuals from varied background ▪ Creative, Resourceful, Energetic ▪ Networking/Organizing, Advocacy and Social Mobilization ▪ Resource Generation
Training	:	4 hours relevant training
Eligibility	:	Career Service (Professional) Eligibility for 2nd Level

1.2. Administrative Assistant (ADAS) III –SG 9 (Senior Bookkeeper) : (Newly-created, 17 items for OSDS)

CSC Required Qualifications

Education	:	Completion of 2 years in college
Experience	:	1 year relevant experience
Training	:	4 hours relevant training
Eligibility	:	Career Service (Sub-Professional) First Level

Preferred Qualifications

Education	:	Completion of 2 years in studies in Bachelors' Degree in Accountancy; or Commerce Business Administration, Major in Accounting; or Completion of 2 years studies in college with at least nine (9) units in accounting
Experience	:	1 year relevant experience in accounting activities/tasks
Training	:	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)
Eligibility	:	Career Service (Sub-Professional) First Level

Additional requirements for ADAS III: Must be proficient in computer application software (Microsoft Office), specifically in spreadsheets (Microsoft Excel); database and web-based application technologies.

1.3. 1.3 Administrative Assistant (ADAS) II-SG 8 (Disbursing Officer II): (Newly-created, 10 items for OSDS:
(Newly-created, 17 items for OSDS)

CSC Required Qualifications

Education	:	Completion of 2 years in college
Experience	:	1 year relevant experience
Training	:	4 hours relevant training
Eligibility	:	Career Service (Sub-Professional) First Level

Preferred Qualifications

Education	:	Completion of 2 years in studies in Bachelors' Degree in Accountancy; or Commerce Business Administration, Major in Accounting; or Completion of 2 years studies in college with at least nine (9) units in accounting
Experience	:	1 year relevant experience in cashiering/disbursing activities/tasks
Training	:	4 hours relevant training in cashiering/disbursing; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)
Eligibility	:	Career Service (Sub-Professional) First Level

Additional requirements for ADAS II (DO): Must be proficient in computer application software (Microsoft Office), specifically in spreadsheets (Microsoft Excel); database and web-based application technologies.

1.3 Administrative Assistant (ADAS) II - SG 8 (Senior High School): (Vacant, 14 items)

CSC Required Qualifications

Education	:	Completion of 2 years in college
Experience	:	1 year relevant experience (clerical,
Training	:	4 hours relevant training
Eligibility	:	Career Service (Sub-Professional) First Level

Additional requirements: Must be proficient in computer application software (Microsoft Office), specifically in spreadsheets (Microsoft Excel); database and web-based application technologies.

Duties and Responsibilities of SHS Administrative Assistant II

- Provides administrative and clerical support to his/her supervisor;
- May be designated to assist either the Principal/School Head or any of the Assistant Principals;
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

1.4 Administrative Aide (ADA) VI - SG 6 (Office of the SDS): (Vacant, 3 items)

CSC Required Qualifications

Education	:	Completion of 2 years in college
Experience	:	None
Training	:	None
Eligibility	:	Career Service (Sub-Professional) First Level

Additional requirements: Must be proficient in computer application software (Microsoft Office), specifically in spreadsheets (Microsoft Excel); database and web-based application technologies.

2. Interested applicants *(regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances)* who met the basic requirements for the above-mentioned positions should submit the following documents in a properly-labeled folder to the **Schools Division Office, c/o the Officer-in-Charge, Office of the Administrative Services** on or before **May 20, 2019:**

2.1. Application letter addressed to the Schools Division Superintendent
2.2. Certified photocopy of the performance rating for the last three (3) years
2.3. Personal Data Sheet (CSC Form 212)
2.4. Updated service record
2.5. Certified photocopy of the latest appointment/job contract/certificate of employment (for applicants with work experiences)
2.6. Certified photocopy of documents attesting outstanding (meritorious) accomplishments (awards, innovations, research and development projects, publication/authorship, and consultancy/resource speaker in training programs/seminars) relevant to the position applied for
2.7. Certified photocopy of transcript of records
2.8. Certified photocopy of the certificate/s of participation in training programs attended relevant to the position applied for

2.9. Certified photocopy of other relevant documents required to gain credit points

3. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to May 19, 2019. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

4. All documents submitted for evaluation must be certified photocopies of the original. Original documents must be presented during the evaluation and deliberation process for verification purposes.

5. Documents must be properly labeled to expedite the deliberation and evaluation process.

6. The criteria in evaluating/ranking applicants for **Education Program Specialist II (EPS-II)** per DepED Order No. 66, s. 2007 (Non-Teaching Level 2) are as follows:

Performance	-	30 pts.
Experience	-	10 pts.
Meritorious/Outstanding Accomplishment	-	20 pts.
Education	-	15 pts.
Training	-	10 pts
Psycho-social Attributes	-	10 pts.
Potential	-	5 pts.
TOTAL	-	**100 pts.**

7. The criteria in evaluating/ranking applicants for **ADAS III, ADAS II, and ADA VI** per DepED Order No. 66, s. 2007 (Non-Teaching Level 1) are as follows:

Performance	-	35 pts.
Experience	-	5 pts.
Meritorious/Outstanding Accomplishment	-	5 pts.
Education	-	10 pts.
Training	-	10 pts
Psycho-social Attributes	-	15 pts.
Potential	-	20 pts.
TOTAL	-	**100 pts.**

8. The Division PSB may draw up supplementary guidelines to be used in evaluating the documents presented by the applicants.

9. Written and computer skills tests, and interview will be administered to applicants in order to measure their intellectual, conceptual, and human relation skills, including effective use of technology/computer in the workplace. These will comprise the Personal Characteristics and Potential parts of the criteria.

10. The schedule of the evaluation of documents, interview and written/computer skills tests will be announced later in a separate memorandum/advisory.

11. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

12. Expenses to be incurred relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

13. Immediate dissemination of this memorandum is desired.

ROEL F. BERMEJO, Ph.D, CESO V
Schools Division Superintendent

References: DepED Order No. 66, s. 2007
DepED Order No. 19, s. 2016

***NSF**/: Ranking of Non-teaching_L1&L2*