Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City
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January 20, 2020

Division Memorandum
No. ON, s. 2020

EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR THE VACANT 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 **Evaluation and Ranking of Qualified Applicants for the following Vacant Non-Teaching Positions in the Schools Division of Capiz (SDO-Capiz):**

1.1. Medical Officer III (SG-21): (Vacant, 1 item)

CSC Required Qualifications

Education	:	Doctor of Medicine
Experience	:	None required
Training	:	None required
Eligibility	:	RA 1080

1.2. Project Development Officer I (SG-11): (Vacant, 1 item)
(Youth Formation Coordinator)

CSC Required Qualifications

Education	:	Bachelor's degree relevant to the job
Experience	:	1 year relevant experience
Training	:	4 hours relevant training
Eligibility	:	Career Service (Professional) 2nd Level

Duties and Responsibilities of the YF Coordinator (PDO I), per DO No. 19, s. 2016:

- Manages the youth formation program of the schools within the division, including but not limited to the implementation of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) as well as other co- curricular and extra-curricular clubs and programs.
- Manages and monitors the implementation of the career guidance program of the senior high schools; and
- Report to the Assistant Principal for Operations and Learner Support and/ or Principal/School Head, as well as the School Governance and Operations Division (SGOD) and the SDO.

1.3. Administrative Assistant (ADAS) III –SG 9 (Office Secretary of the SDS):

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

1.3 Administrative Assistant (ADAS) II - SG 8 (Senior High School): (Vacant, 10 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

Duties and Responsibilities of SHS Administrative Assistant II, per DO No. 19, s. 2016:

- 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-Proper): (Vacant, 3 items)

CSC Required Qualifications

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

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,** thru the **Office of the Administrative Officer IV (Personnel)** on or before **January 31, 2020:**

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

3. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to January 29, 2020. 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 **Medical Officer III** and **Project Development Officer I** 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.

SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent