



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

March 11, 2021

DIVISION MEMORANDUM

No. 056, s. 2021

RANKING OF QUALIFIED APPLICANTS FOR THE POSITION OF ADMINISTRATIVE AIDE VI, ADMINISTRATIVE ASSISTANT II, PROJECT DEVELOPMENT OFFICER I AND ADMINISTRATIVE OFFICER II

**To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Public Schools District Supervisors
 Heads of Public Elementary, Secondary and Integrated Schools**

1. Please be informed that acceptance of application for the position of **Administrative Aide VI (ADA VI)-SG 6, Administrative Assistant III (ADAS III-Bookkeeper)-SG 9, Project Development Office I (PDO I)-SG 11, and Administrative Officer II (ADOF II)-SG 11**, is now open. Applicants should meet the following minimum qualification standard:

Position	Education	Training	Experience	Eligibility
ADA VI	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional
ADAS II (Bookkeeper)	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional/First Level eligibility
PDO I	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional/Second level eligibility
ADOF II	Bachelor's degree	None required	None required	Career Service Professional/Second level eligibility

2. Interested qualified applicants are required to submit the following documents to the Division Personnel Selection Board (PSB), c/o **Ma. Sharon S. Barrientos**, Administrative Officer IV on or before **5:00 o'clock** in the afternoon of **March 19, 2021**:

- 3.1 Application letter (Addressed to the Schools Division Superintendent)
- 3.2 Personal data Sheet (CS Form 212 Revised 2017)
- 3.3 Certified Photocopies of:
 - 3.3.1 Updated Service Records
 - 3.3.2 Performance Rating for the last three (3) years – (with numerical rating and complete signatures)
 - 3.3.3 Transcript of Records/Special Order
 - 3.3.4 Latest Appointment, if applicable



- 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received
- 3.3.6 Certificates of Relevant Training attended
- 3.3.7 Certificates of Eligibility/Eligibility Rating
- 3.3.8 Other documents 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 **March 19, 2021. 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.**

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

4. The criteria for ranking is based on DepED Order No. 66, s. 2007 (*Teaching and Related Teaching Group*):

Criteria	Level 1 (SG 9 and below)	Level 2 (SG 10 and above)
Performance	35	30
Experience	5	10
Outstanding Accomplishment	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10

5. The schedule of the evaluation of documents, interview and written test will be announced later through a separate issuance.

6. In adherence to the equal opportunity for employment principle, applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

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

8. Immediate dissemination of this memorandum is desired.


SALVADOR O. OCHAVO, JR. Ed.D, CESO V
 Schools Division Superintendent
 MAR 11 2021

Reference: DepED Order No. 66, s. 2007

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