



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

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June 13, 2022


**DIVISION MEMORANDUM**

No. 161, s. 2022

**RECRUITMENT AND SELECTION  
OF APPLICANTS FOR VACANT POSITIONS**

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

1. Attached is Regional Memorandum No. 404, s. 2022 titled "**Recruitment and Selection of Applicants for Vacant Positions**".
2. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC/D. APOSIN EdD, CESO V**  
Schools Division Superintendent  
JUN 13 2022

osds/admin

Enclosure: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects

HIRING

PROMOTIONS

PERSONNEL



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 404 s. 2022

2022 03 02

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS**

TO: Schools Division Superintendents  
Chiefs of Functional Divisions  
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the positions stated below:

POSITION	No. of Positions	Office Assignments
ADMINISTRATIVE OFFICER IV (Administrative Officer II)	2	Administrative Division
ADMINISTRATIVE OFFICER II (HRMO I)	1	Administrative Division
ADMINISTRATIVE OFFICER II (Administrative Officer I)	1	Administrative Division
ADMINISTRATIVE AIDE VI	1	Administrative Division
ADMINISTRATIVE AIDE IV (Driver II, Reproduction Machine Operator II)	1	Administrative Division
ADMINISTRATIVE AIDE IV (Storekeeper)	1	Administrative Division
ACCOUNTANT I	3	Finance Division
EDUCATION PROGRAM SUPERVISOR	1	Field Technical Assistance Division
EDUCATION PROGRAM SPECIALIST II	1	Human Resource Development Division
COMPUTER PROGRAMMER II	1	Office of the Regional Director
EDUCATION PROGRAM SPECIALIST II	1	Policy, Planning and Research Division
LIBRARIAN II	1	Human Resource Development Division
STATISTICIAN I	1	Policy, Planning and Research Division
Total Positions	16	





Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS

2. The qualification standards of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE OFFICER IV (Administrative Officer II) OSEC-DECSB-ADOF4-420001-2021	15	Bachelor's Degree relevant to the Job	Completed the intermediate course of the DepEd Procurement Professionalization Program	2 years in the conduct of procurement functions	Career Service Professional (2 <sup>nd</sup> Level Eligibility)
ADMINISTRATIVE OFFICER IV (Administrative Officer II) OSEC-DECSB-ADOF4-420070-2014	15	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2 <sup>nd</sup> Level Eligibility)
ADMINISTRATIVE OFFICER II (HRMO I) OSEC-DECSB-ADOF2-420001-2019	11	Bachelor's Degree relevant to the Job	8 hours of relevant training including OJT	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)
ADMINISTRATIVE OFFICER II (Administrative Officer I) OSEC-DECSB-ADOF2-420459-2021	11	Bachelor's Degree relevant to the Job	None Required	6 months of relevant experience	Career Service Professional (2 <sup>nd</sup> Level Eligibility)
ADMINISTRATIVE AIDE VI OSEC-DECSB-ADA6-420087-2004	6	Completion of 2 years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)
ADMINISTRATIVE AIDE IV (Driver II, Reproduction Machine Operator II) OSEC-DECSB-ADA4-420105-2004	4	At least Two-year college level	None Required	None Required	Professional Driver's License
ADMINISTRATIVE AIDE IV (Storekeeper) OSEC-DECSB-ADA4-420109-2004	4	At least Two-year college level	None Required	None Required	Career Service Subprofessional (First Level Eligibility)
ACCOUNTANT I OSEC-DECSB-A1-420052-1998	12	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)
ACCOUNTANT I OSEC-DECSB-A1-420100-2014	12	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)
ACCOUNTANT I OSEC-DECSB-A1-420101-2014	12	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)
EDUCATION PROGRAM SUPERVISOR OSEC-DECSB-EPSVR-420019-2010	22	Master's degree relevant to the job	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)
EDUCATION PROGRAM SPECIALIST II OSEC-DECSB-EPS2-420007-1998	16	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher) or Career Service Professional (2 <sup>nd</sup> Level Eligibility)





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POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
COMPUTER PROGRAMMER II OSEC-DECSB-COMPRO2-420022-2014	15	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd Level Eligibility)
EDUCATION PROGRAM SPECIALIST II OSEC-DECSB-EPS2-420005-1998	16	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher) or Career Service Professional (2nd Level Eligibility)
LIBRARIAN II OSEC-DECSB-LIB2-420104-2014	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)
STATISTICIAN I OSEC-DECSB-STAT1-420106-2014	11	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service Professional (2nd Level Eligibility)

3. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter in the drop box at the lobby of the Administrative Division, DepEd, Regional Office 6, Duran Street, Iloilo City, specifying their desired position and office where the vacancy exists or send through e-mail due to Community Quarantine and Health Protocols caused by COVID-19, the following documents in **three (3) copies one (1) original and two (2) photocopies** properly labelled, with dog ear, per criterion:

1. Application letter;
2. CSC Form 212 (Personal Data Sheet) must be computerized sworn before an officer authorized to administer oath;
3. Transcript of Records (graduate and undergraduate) authenticated by CHED;
4. Service Record/Certificate of Employment specifying the **Nature of Work**;
5. Other Designations (with specific duties and responsibilities), if any;
6. Position Description Form for regular employees and from other Government Agencies;
7. Certificate of Eligibility;
8. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees);
9. Certificate of Trainings after the last promotion/appointment;
10. Outstanding Accomplishment after the recent promotion/appointment;
11. Required documents for evaluation as stipulated in DepED Order No. 66 s. 2007; and
12. Omnibus Sworn Certification of the applicant stating that all documents are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.





Republic of the Philippines  
**Department of Education**  
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4. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	June 6-17, 2022
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	June 13-16, 2022
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	June 17, 2022
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	June 20-24, 2022
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director / Virtual	June 27-30, 2022
Computer Skills Test / Written Examination	ICT/Admin Office /Virtual	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director / Virtual	July 5-8, 2022
Submission to the Office of the Regional Director for approval of Evaluation Results	Office of the Regional Director	July 11
Posting of Results	Bulletin Board (3 conspicuous places)	December 23, 2022

5. The applicants are reminded of the following:
1. Late documents shall not be evaluated; and
  2. No retrieval of folders will be allowed once stamped "Received" by the office.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

References: None  
Inclosure: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

HIRING      RECRUITMENT      SELECTION





Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS

“Annex A-1”  
 Enclosure to DepED Order No. 66 s. 2007

**SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION**

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		LEVEL 1	LEVEL 2
<b>A. Performance Rating</b>	<b>35</b>	<b>35</b>	<b>30</b>
<i>Performance rating for the 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
<b>B. Experience</b>	<b>5</b>	<b>5</b>	<b>10</b>
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
<b>C. Outstanding Accomplishments</b>	<b>20</b>	<b>5</b>	<b>20</b>
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research &amp; Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
<b>D. Education</b>	<b>25</b>	<b>10</b>	<b>15</b>
<i>. Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>. Master's Degree</i>	15	7	10
<i>. Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>. Doctoral Degree</i>	25	10	15
<b>Training</b>	<b>5</b>	<b>10</b>	<b>10</b>
<i>Participants in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>





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“Annex A-2”  
 Enclosure to DepED Order No. 66 s. 2007

<i>Participants in three (3) training or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>District Level</i>	1	2	2
<i>Division Level</i>	2	4	4
<i>Regional Level</i>	3	6	6
<i>Participants in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>National Level</i>	4	8	8
<i>International Level</i>	5	10	10
<i>Chair/Co-Chair in a technical/planning committee</i>			
<i>District Level</i>	1	2	2
<i>Division Level</i>	2	4	4
<i>Regional Level</i>	3	6	6
<i>National Level</i>	4	8	8
<i>International Level</i>	5	10	10
<b>E. Potential</b>	<b>5</b>	<b>20</b>	<b>10</b>
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgement</i>	1	4	2
5. <i>Leadership</i>	1	4	2
<b>F. Psycho-social attributes</b>	<b>5</b>	<b>15</b>	<b>5</b>
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>



  
 Republic of the Philippines  
**Department of Education**  
 REGIONAL - WESTERN VISAYAS

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education, Regional Office 6, Western Visayas in the CSC website:

  
**RAMIR B. UYTICO Edd, CESO III**  
 Regional Director

Date: June 6, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	OSEC-DECSB-ADOF4-420001-2021	15	35,097.00	Bachelor's Degree relevant to the Job	Completed the intermediate course of the DepEd Procurement Professionalization Program	2 years in the conduct of procurement functions	Career Service Professional (2nd Level Eligibility)	NONE	Administrative Division
2	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	OSEC-DECSB-ADOF4-420070-2014	15	35,097.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd Level Eligibility)	NONE	Administrative Division
3	ADMINISTRATIVE OFFICER II (HRMO I)	OSEC-DECSB-ADOF2-420001-2019	11	25,439.00	Bachelor's Degree relevant to the Job	8 hours of relevant training including OJT	None Required	Career Service Professional (2nd Level Eligibility)	NONE	Administrative Division
4	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-420459-2021	11	25,439.00	Bachelor's Degree relevant to the Job	None Required	6 months of relevant experience	Career Service Professional (2nd Level Eligibility)	NONE	Administrative Division
5	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-420087-2004	6	16,877.00	Completion of 2 years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	NONE	Administrative Division
6	ADMINISTRATIVE AIDE IV (Driver II, Reproduction Machine Operator II)	OSEC-DECSB-ADA4-420105-2004	4	14,993.00	At least Two year college level	None Required	None Required	Professional Driver's License	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	Administrative Division
7	ADMINISTRATIVE AIDE IV (Storekeeper)	OSEC-DECSB-ADA4-420109-2004	4	14,993.00	At least Two year college level	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	NONE	Administrative Division
8	ACCOUNTANT I	OSEC-DECSB-A1-420052-1998	12	27,608.00	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)	NONE	Finance Division
9	ACCOUNTANT I	OSEC-DECSB-A1-420100-2014	12	27,608.00	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)	NONE	Finance Division
10	ACCOUNTANT I	OSEC-DECSB-A1-420101-2014	12	27,608.00	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)	NONE	Finance Division
11	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-420019-2010	22	69,963.00	Master's degree relevant to the job	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)	NONE	Field Technical Assistance Division
12	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB-EPS2-420007-1998	16	38,150.00	Bachelors degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher) or Career Service Professional (2nd Level Eligibility)	NONE	Human Resource Development Division
13	COMPUTER PROGRAMMER II	OSEC-DECSB-COMPRO2-420022-2014	15	33,575.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd Level Eligibility)	NONE	Office of the Regional Director
14	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB-EPS2-420005-1998	16	38,150.00	Bachelors degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher) or Career Service Professional (2nd Level Eligibility)	NONE	Policy, Planning and Research Division



15	LIBRARIAN II	OSEC-DECSB-LIB2-420104-2014	15	33,575.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)	NONE	Human Resource Development Division
16	STATISTICIAN I	OSEC-DECSB-STAT1-420106-2014	11	25,439.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service Professional (2nd Level Eligibility)	Computer literate (word processing, spreadsheets, presentation software, internet use)	Policy, Planning and Research Division

Interested qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying their desired position and the office. Applicants are advised to submit the following documents in three (3) copies one (1) original and two (2) photocopies, properly labeled per criterion. Attach the following documents to the application letter and send to the address below not later than **May 17, 2022**

- 1 Application letter;
- 2 CSC Form 212 (Personal Data Sheet) must be computerized sworn before an officer authorized to administer oath;
- 3 Transcript of Records (graduate and undergraduate), authenticated by CHED
- 4 Service Record/Certificate of Employment specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office;
- 5 Other Designations signed by HRMO or Head of Office (with specific duties and responsibilities), if any;
- 6 Position Description Form for regular employees if from other government agencies;
- 7 Certificate of Eligibility;
- 8 Performance Rating for the last 3 rating period; (IPCRF/OPCRF for regular employees)
- 9 Certificate of Trainings after the last promotion/appointment;
- 10 Outstanding Accomplishment after the last promotion/appointment;
- 11 Required documents for evaluation as stipulated in DepED Order No. 66, s. 2007; and
- 12 Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.

**Note:** All applicants must be **computer literate** and shall ensure **completeness and accuracy** of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.

**QUALIFIED APPLICANTS** are advised to hand in or send through e-mail their application letters with complete supporting documents due to Community Quarantine and Health Protocols caused by the COVID-19 to:

**DR. RAMIR B. UYTICO GESO IV**  
Regional Director  
region6@deped.gov.ph  
cc: romeo.sanchez001@deped.gov.ph