



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

September 30, 2022

DIVISION MEMORANDUM

No. 369, s. 2022

**EXTENSION OF THE FILING OF APPLICATION LETTER WITH
COMPLETE DOCUMENTARY REQUIREMENTS FOR DRIVER I AND
ACCOUNTANT I POSITIONS AS ADDENDUM AND CORRIGENDUM TO
REGIONAL MEMORANDUM NO. 404, S. 2022 TITLED:
RECRUITMENT AND SELECTION OF APPLICANTS
FOR VACANT POSITIONS**

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

1. Attached is **Regional Memorandum No. 745 s, 2022**, titled “**Extension of the filing of Application Letter with Complete Documentary Requirements for Driver I and Accountant I Positions as Addendum and Corrigendum to 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

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

HIRING

RECRUITMENT

SELECTION



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osds/admin



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

REGIONAL MEMORANDUM

No. 745 s. 2022

SEP 28 2022

EXTENSION OF THE FILING OF APPLICATION LETTER WITH COMPLETE DOCUMENTARY REQUIREMENTS FOR DRIVER I AND ACCOUNTANT I POSITIONS AS ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 404, s. 2022 TITLED: RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

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

1. Relative to Regional Memorandum No. 404, s. 2022 titled: **Recruitment and Selection of Applicants for Vacant Positions**, this Office announces the extension of the filing of application letter with complete documentary requirements for **Driver I** and **Accountant I** positions until October 7, 2022.

2. In line with the redesigned Driver's License issued by Land Transportation Office, the required License Code of at least **"B1"** is added to the minimum Qualification Standards of the Driver I position, viz:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE IV (Driver II) OSEC-DECSB-ADA4-420105-2004	4	Elementary School Graduate	None Required	None Required	Professional Driver's License / Driver's License Code with at least B1 ¹ (CSC MC No. 10 s. 2013 - Cat. IV)

¹ Vehicles up to 5,000 kgs. Gross Vehicle Weight (GVW) with nine (9) or more seats

3. Minimum Qualification Standards of Accountant I position, viz:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	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)



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4. Evaluation and/or re-evaluation of documents and other activities related to the above-mentioned positions shall follow the following timeline:

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	June 15 to October 07, 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	October 10, 2022
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	October 11, 2022
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	October 12, 2022
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director / Virtual	October 14, 2022
Computer Skills Test / Written Examination	ICT/Admin Office /Virtual	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director / Virtual	October 17, 2022
Submission to the Office of the Regional Director for approval of Evaluation Results	Office of the Regional Director	October 18, 2022
Posting of Results	Bulletin Board (3 conspicuous places)	October 19, 2022

5. Other provisions of the aforementioned Memorandum and its corrigendum applicable to other positions remain in effect.
6. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

References: None

Incl: As stated

To be indicated in the Perpetual Index
under the following subjects:

HIRING RECRUITMENT SELECTION