



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

August 14, 2023

DIVISION MEMORANDUM

No. **392**, s. **2023**

RECRUITMENT OF APPLICANTS FOR THE VACANT NON-TEACHING POSITIONS

- To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Public Schools District Supervisors
Heads, Public Elementary, Integrated & Secondary Schools
Division Human Resource Merit Promotion & Selection Board
All Interested Qualified Applicants
1. This Office announces the recruitment and selection for the different non-teaching vacant positions in the Division of Capiz.
 2. The qualification standards and other details of vacant positions is found in Annex B.
 3. Espousing the principles of merit, fitness for the job and equal opportunity, this Office highly encourages interested & qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/ personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Officer upon submission of application so that provisions will be given for them/could be facilitated.
 4. Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in DepEd Order No. 29, 2022 entitled “Merit Selection Plan of the Department of Education”.
 5. Interested qualified applicants may submit their application letter and other documents addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Schools Division of Capiz, through the Office of the **Administrative Officer IV (Personnel)** on or before **4:00 clock in the afternoon of September 1, 2023**. Applicants who failed to submit the complete documentary requirements (*Items 5 a to 5 j*) on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the deadline.**
 - a. Letter of intent addressed to Schools Division Superintendent, or to the highest human resource officer designated by the Head of Office.
(Specify the position applying for);
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with the latest 2x2ID picture and Work Experience Sheet, if applicable (downloadable csc. gov.ph);
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
 - e. Photocopy scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available;



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



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- f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment (specifying your duties and functions), Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. For government employees, photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, or Performance Appraisal for private employees; and
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
 - k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment, if applicable; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item I is not relevant to the position to be filled.
6. All applicants should access the link (<https://bit.ly/JoinMeNonTeaching>), to encode pertinent information. Only those who submitted the hard copies of the application documents will be considered for assessment.
7. Applicants who intend to apply for two (2) or more positions should specify in their application letter the different positions they are applying for and should submit a separate folder with pertinent documents for each position.
8. The hard copy of documents should be arranged in a folder, with table of contents and tabbing and will be assessed according to the Criteria set forth in the DepEd Order 007, s. 2023 entitled “**Guidelines on Recruitment, Selection, and Appointment in the Department of Education**” to wit:

Criteria	General Services	SG 1-9 (Non-General Services)
a. Education	5	5
b. Training	5	5
c. Experience	20	20
d. Performance	10	20
e. Outstanding Accomplishments	5	10
f. Application of Education	-	10
g. Application of L&D	-	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20
TOTAL	100	100



9. Applicants must bring their original copies of documents during the evaluation for verification purposes and determination of authenticity of all documents being presented.





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10. The cut-off date for the accomplishments, awards, training/seminars, etc. is from the date of last promotion to September 1, 2023. No new documents will be entertained after the deadline.
11. The schedule of evaluation of documents, interview and skills or work sample test will be announced later through a separate memorandum.
12. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions.
13. Expenses of the HRMPSB relative to the evaluation of documents, deliberation, and preparation of Comparative Assessment Result, shall be charged against Division Funds subject to the usual accounting and auditing rules and regulations.
14. For information dissemination.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

ENCL: As stated
Reference: D.O. 19, s. 2022
D.O. 07, s. 2023

To be indicated in the Perpetual Index
under the following subjects

RECRUITMENT
NON-TEACHING

SELECTION
GUIDELINES

CRITERIA
QUALIFICATION



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

QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	SG	CSC Required Qualifications				Preferred Qualifications				ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
1	Administrative Assistant-III	Secretary- II	OSEC-DECSB-ADAS3-420058-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					SDO- SDS Office
2	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-34-2018	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Sigma Central School
3	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420041-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					SDO-Accounting
4	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420042-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Dao & Cuartero
5	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420043-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Dumarao
6	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420044-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Ivisan & Panitan
7	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420045-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Jamindan
8	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420046-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Maayon
9	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420047-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*Completion of 2 years in studies in Bachelors' Degree in Accountancy or Commerce;	4 hours of relevant training in accounting; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	1 year relevant experience in accounting activities/tasks	CS Sub-prof/First Level Eligibility	District of Panay & Pontevedra
10	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420048-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*Business Administration, Major in Accounting; or				District of Pilar & President Roxas
11	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420052-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*Completion of 2 years studies in college w/ at least nine (9) units in accounting				District of Sapián & Mambusao East
12	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420056-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Sigma & Mambusao West
13	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420057-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Tapaz East
14	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420060-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					District of Tapaz West & Dumalag
15	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420062-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Cuartero Central School
16	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420258-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Dao Central School
17	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420253-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Dumalag Central School
18	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420257-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Dumarao Central School
19	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420259-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Jamindan Central School
20	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420261-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Maayon Central School

QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	SG	CSC Required Qualifications				Preferred Qualifications				ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
21	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420262-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*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 w/ at least nine (9) units in accounting	4 hours of relevant training in accounting; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	1 year relevant experience in accounting activities/tasks	CS Sub-prof/First Level Eligibility	Mambusao Central School
22	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420265-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Panitan Central School
23	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420266-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Pilar Central School
24	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420270-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Pontevedra Central School
25	Administrative Assistant-II	Accounting Clerk-III	OSEC-DECSB-ADAS2-420074-2014	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					SDO-Accounting
26	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420234-2017	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*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 w/ at least nine (9) units in accounting	4 hours of relevant training in cashiering/disbursing; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	1 year relevant experience in cashiering/Disbursing activities/tasks	CS Sub-prof/First Level Eligibility	Cuartero Central School
27	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420236-2017	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Dao Central School
28	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420240-2017	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Sigma Central School
29	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420246-2017	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					Mambusao West
30	Administrative Assistant-I	Accounting Machine Operator II	OSEC-DECSB-ADAS1-420075-2014	7	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					
31	Administrative Assistant-II	Administrative Assistant- II	OSEC-DECSB-ADAS2-420231-2017	8	Completion of 2 years in college	none required	none required	CS Sub-prof/First Level Eligibility					OSDS- Admin Section
32	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420499-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					DAO NHS
33	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420501-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					DAVID MOISES MEMORIAL NHS
34	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420506-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					DULANGAN NHS
35	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420517-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					JAMINDAN NHS
36	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420520-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					MAAYON NHS
37	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420529-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					MAMBUSAO NHS
38	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420532-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					MARCIANO PATRICIO NHS

QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	SG	CSC Required Qualifications				Preferred Qualifications				ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
39	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420533-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					SAN NICOLAS NHS-PILAR
40	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420538-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					TUBURAN NHS
41	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420539-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					CASANAYAN NHS
42	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420540-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					TAPAZ NHS
43	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420544-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					ROXAS FARM SCHOOL
44	Administrative Assistant-II	Clerk- IV	OSEC-DECSB-ADAS2-420550-2016	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					FLORENTINA B. DEGALA NHS
45	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420028-2007	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*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 w/ at least nine (9) units in accounting	4 hours of relevant training in accounting; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	1 year relevant experience in accounting activities/tasks	CS Sub-prof/First Level Eligibility	CONCEPCION CASTRO GARCIA NHS
46	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420034-2007	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					JAGNAYA NHS
47	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420272-2017	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					MANUEL F. ONATO MNHS
48	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420050-2004	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					PONTEVEDRA NHS
49	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420063-2014	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					TAPAZ NHS
50	Administrative Assistant-III	Sr. Bookkeeper	OSEC-DECSB-ADAS3-420031-2007	9	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					VICENTE ANDAYA SR. NHS
51	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420040-2007	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility	*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 w/ at least nine (9) units in accounting	4 hours of relevant training in cashiering/disbursing; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	1 year relevant experience in cashiering/Disbursing activities/tasks	CS Sub-prof/First Level Eligibility	COL. PATROCINIO ARTUZ NHS
53	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420016-2014	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					DULANGAN NHS
54	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420107-2004	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					FELECIANO YUSAY CONSING NHS
55	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420104-2014	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					LUCERO NHS
56	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420072-2007	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					MARCIANO PATRICIO NHS
57	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420013-2014	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					TAPAZ NHS
58	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-420034-2007	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					VICENTE ANDAYA SR. NHS

QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	SG	CSC Required Qualifications				Preferred Qualifications				ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
59	Administrative Assistant-II	Disbursing Officer	OSEC-DECSB-ADAS2-113-2018	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					IVISAN NHS
60	Administrative Assistant-II	Accounting Clerk-III	OSEC-DECSB-ADAS2-109-2018	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					DUMALAG NHS
61	Administrative Assistant-II	Accounting Clerk-III	OSEC-DECSB-ADAS2-126-2018	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					MAYOR RAMON A. BENJAMIN SR. NHS
52	Administrative Assistant-II	Accounting Clerk-III	OSEC-DECSB-ADAS2-420033-2007	8	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-prof/First Level Eligibility					CUARTERO NHS
62	Administrative Aide- VI	Clerk-III	OSEC-DECSB-ADA6-420088-2014	6	Completion of 2 years in college	none required	none required	CS Sub-prof/First Level Eligibility					OSDS- Admin Section
63	Administrative Aide- VI	Clerk-III	OSEC-DECSB-ADA6-420091-2014	6	Completion of 2 years in college	none required	none required	CS Sub-prof/First Level Eligibility					CID
64	Administrative Aide- VI	Clerk-III	OSEC-DECSB-ADA6-420069-2004	6	Completion of 2 years in college	none required	none required	CS Sub-prof/First Level Eligibility					Estefania Mongtemayor NHS
65	Administrative Aide- III	Clerk-I	OSEC-DECSB-ADA3-420083-2004	3	Completion of 2 years in college	none required	none required	CS Sub-prof/First Level Eligibility					Capiz NHS
66	Administrative Aide- I	Utility Worker	OSEC-DECSB-ADA1-420271-2004	1	Elementary graduate	none required	none required	none required					Division of Capiz- Elementary
67	Administrative Aide- I	Utility Worker	OSEC-DECSB-ADA1-420279-2004	1	Elementary graduate	none required	none required	none required					Division of Capiz- Elementary
68	Administrative Aide- I	Utility Worker	OSEC-DECSB-ADA1-420233-2004	1	Elementary graduate	none required	none required	none required					Division of Capiz- Elementary
69	Administrative Aide- I	Utility Worker	OSEC-DECSB-ADA1-420297-2004	1	Elementary graduate	none required	none required	none required					Jamindan NHS
70	Security Guard- II	Security Guard- II	OSEC-DECSB-SECG2-420005-1998	5	High School Graduate	none required	none required	Security Guard License					Sapian NHS
71	Security Guard- I	Security Guard- I	OSEC-DECSB-SECG1-420323-1998	3	High School Graduate	none required	none required	Security Guard License					Commissioner Luis Asis SR NHS

CHECKLIST OF REQUIREMENTS**Name of Applicant:** _____ **Application Code:** _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	2. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	3. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

MA. SHARON S. BARRIENTOS

Administrative Officer IV (HRMOII)

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath