



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

November 14, 2023

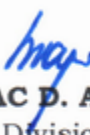
DIVISION MEMORANDUM

No. **586**, s. 2023

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **Regional Memorandum No. 866, s. 2023**, 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

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

APPOINTMENT

HIRING

RECRUITMENT

SELECTION



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

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REGIONAL MEMORANDUM

No. 866 s. 2023

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 II	1	Policy Planning and Research Division
Administrative Assistant I	1	Human Resource and Development Division
Total Positions	2	

2. The CSC Qualification Standards of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Officer II (OSEC-DECSB-ADOF2-420056-2004)	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Administrative Assistant I (OSEC-DECSB-ADAS1-420097-2014)	7	Completion of two years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)

3. The DepEd preferred qualifications of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Officer II	11	Bachelor's Degree	None Required	None Required	Career Service Professional



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(OSEC-DECSB-ADOF2-420056-2004)					(Second Level Eligibility)
Administrative Assistant I (OSEC-DECSB-ADAS1-420097-2014)	7	At least Two-Year College Level	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)

4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 applicable;
- f. Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, 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 pursuant to RA No. 10173 using the required form (Enclosure No.1), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), 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; and



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- ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.

5. The applicants may submit the required documents through e-mail due to Community Quarantine and Health Protocols caused by COVID-19. However, the hard copies of the required documents shall follow and to be submitted (through any Courier) before the deadline.

6. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	November 13, 2023 -November 24, 2023
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	November 28- December 01, 2023
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	December 04, 2023
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	December 05-08, 2023
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director / Virtual	December 11, 2023
Computer Skills Test / Written Examination	ICT/Admin Office /Virtual	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director / Virtual	December 18, 2023
Submission to the Office of the Regional Director the report of HRMPSB's Comparative Assessment Result (CAR)	Office of the Regional Director	December 19, 2023
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	December 20, 2023

7. The applicants are reminded of the following:

1. Late submission of mandatory documents shall not be evaluated; and



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2. No retrieval of folders will be allowed once stamped "Received" by the office.
8. 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:

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EGD/DepEdRO6-ADM-PS-RM3-025