



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

July 8, 2024

DIVISION MEMORANDUM

No. 389, s. 2024

**RECRUITMENT, EVALUATION AND SELECTION OF
VARIOUS POSITIONS IN THE SCHOOLS DIVISION**

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

1. This office announces the recruitment, evaluation and selection of applicants for various positions listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, criteria/evaluation sheet, and list of documentary requirements are found in Enclosure No. 2, 3 and 4 respectively.
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 Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*.
5. Applicants are advised to submit one (1) set of duly authenticated copies of required documents arranged and labelled accordingly (with proper tabbing) addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Attention: Office of the Human Resource Management on or before **July 26, 2024**.



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

6. Qualified and motivated applicants shall submit the following documents, to wit;
- a. Letter of intent addressed to the Schools Division Superintendent, Miguel Mac D. Aposin EdD, CESO V;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Certified photocopy of valid and updated PRC License/ID; if applicable
 - d. Certified photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Certified 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. Certified photocopy of Certificate/s of Trainings;
 - g. Certified photocopy of Certificate of Employment or duly signed Service Record;
 - h. Certified photocopy of latest appointment;
 - i. Certified 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;
 - j. Certified photocopy of the approved proposals and completed Innovations, Research and other relevant programs, projects and activities which has/have the application of Education and application of Learning and Development conducted within the school, district, division, regional and national level;
 - k. Certified photocopies of the Certificate(s) of Recognition, Awards received or any other relevant Outstanding Accomplishments;
 - l. 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*), subscribed before an officer authorized to administer the oath (*Enclosure No.4*); and
 - m. Other documents as may be 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 date of last issuance of appointment; 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.

6.1 The assessment for various positions shall be based on the following criteria per Enclosure No. 3 of DepEd Order No. 007 s. 2023;



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;
- g. Application of Learning and Development acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

Applicants who failed to submit the complete documentary requirements on the set deadline shall not be included in the pool of official applicants. No new or additional documents will be accepted after the deadline.

All documents must be orderly arranged based on the Checklist of Requirements (Annex C) with Table of Contents and properly labelled with side-tabbing. Also, each document must have page number at the bottom (E.g: 1 of 30) to ensure no additional documents will be inserted after the submission.

7. All applicants are required to register and encode pertinent information using the link <https://bit.ly/JoinMeNonTeaching>. Upon registration, a confirmation message with a link will be shown in order to generate the **application code**. The unique application code will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.
8. Applicants must bring their original documents during the evaluation for verification purposes and determination of the authenticity of all the documents presented.
9. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent documents submitted shall be a ground for disqualification.
10. Scanned copies of the application documents (Annex C of DepEd Order 7 s. 2023) should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>.
11. Applicants who opt to retain their previous points (latest recruitment and selection process) shall indicate their request in their application letter to be submitted to the Human Resource Management Office and also in their online




Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

registration form provided that all original documentary requirements are complete and updated. They don't need to submit the hard copies of the documents but they are required to upload the scanned copies for verification.

12. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through email and/or messenger/text message which will be announced later. Applicants must bring their laptop and extension cord on this scheduled day.
13. Open ranking will be conducted within three (3) days after the written examination. Applicants must present original copies of the required documents for verification.
14. Expenses of the HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
15. Immediate dissemination of this memorandum is desired.


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

Encl.: As stated
Reference: DepEd Order (No. 66 s. 2007)
Deped Order (No.007 s. 2023)

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

EVALUATION

PUBLICATION

RECRUITMENT



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

POSITION	No. of Items	PLACE OF ASSIGNMENT
a. Administrative Aide III (Clerk I)	2	DepEd, Division of Capiz <i>(Comsr. Luis R. Asis NHS and Jamindan NHS)</i>
b. Administrative Assistant II (Clerk IV)	15	DepEd, Division of Capiz <i>(Senior High Schools)</i>
c. Administrative Assistant II (Disbursing Officer)	7	DepEd, Division of Capiz <i>(Junior High Schools)</i>
d. Administrative Assistant II (Accounting Clerk)	11	DepEd, Division of Capiz <i>(Junior High Schools)</i>
e. Administrative Assistant III (Bookkeeper)	1	DepEd, Division of Capiz <i>(Dumalag Central NHS)</i>
f. Administrative Officer II	116	DepEd, Division of Capiz <i>(Clustered Elem. Schools and Integrated Schools)</i>
g. Accountant I	2	DepEd, Division of Capiz <i>(Sapian NHS and Ivisan NHS)</i>
h. Administrative Officer I (Cashier)	1	DepEd, Division of Capiz <i>(Comsr. Luis R. Asis NHS)</i>
i. Education Program Specialist II (Social Mobilization)	1	DepEd, Division of Capiz <i>(SGOD)</i>
j. Administrative Officer IV (Cashier II)	1	DepEd, Division of Capiz <i>(OSDS)</i>
k. Administrative Officer IV (Records Officer II)	1	DepEd, Division of Capiz <i>(OSDS)</i>
l. Administrative Officer IV (HRMO II)	1	DepEd, Division of Capiz <i>(OSDS)</i>
m. Administrative Officer IV	1	DepEd, Division of Capiz <i>(Ivisan NHS)</i>



Address: Banica, Roxas City
 Contact Number: (036) 651-8454
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Experience	Training	Eligibility
a. Administrative Aide III (Clerk I)	3	Completion of two years studies in College	None Required	None Required	Career Service (SubProfessional) (First Level Eligibility)
b. Administrative Assistant II (Clerk IV)	8	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional) (First Level Eligibility)
c. Administrative Assistant II (Disbursing Officer)	8	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional) (First Level Eligibility)
d. Administrative Assistant II (Accounting Clerk)	8	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional) (First Level Eligibility)
e. Administrative Assistant III (Bookkeeper)	9	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional) (First Level Eligibility)
f. Administrative Officer II (New Items)	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
g. Accountant I	12	Bachelor's degree in Commerce/Bus. Administration major in Accounting	None Required	None Required	RA 1080 (CPA)
h. Administrative Officer I (Cashier)	10	Bachelor's degree relevant to the job	1 year relevant Experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)
i. Education Program Specialist II (Social Mobilization)	16	Bachelor's degree in Education or its equivalent	2 years experience in Education, Research, Development, Implementation or other relevant	4 hours of relevant training	RA 1080; Career Service Professional Appropriate Eligibility for Second Level Position
j. Administrative Officer IV (Cashier II)	15	Bachelor's degree relevant to the job	1 year relevant Experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)



Address: Banica, Roxas City
 Contact Number: (036) 651-8454
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

k. Administrative Officer IV (Records Officer II)	15	Bachelor's degree relevant to the job	1 year relevant Experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)
l. Administrative Officer IV (HRMO II)	15	Bachelor's degree relevant to the job	1 year relevant Experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)
m. Administrative Officer IV	15	Bachelor's degree relevant to the job	1 year relevant Experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

**PREFERRED QUALIFICATIONS FOR ADAS-II
 (Disbursing Officer II)**

Position Title	SG	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer)	8	Completion of 2 years studies in Bachelor's degree in Accountancy or Commerce Business Administration Major in Accounting; or Completion of 2 years studies in College with at least nine (9) units in Accounting	1 year of relevant experience in cashiering/ disbursing activities/tasks	4 hours of relevant training in cashiering/ disbursing; and 4 hours training in the use of computers and spreadsheet (e.g. MS Excel)	Career Service (SubProfessional) (First Level Eligibility)

**PREFERRED QUALIFICATIONS FOR ADAS-III
 (Senior Bookkeeper)**

Position Title	SG	Education	Experience	Training	Eligibility
Administrative Assistant III (Bookkeeper)	9	Completion of 2 years studies in Bachelor's degree in Accountancy or Commerce Business Administration Major in Accounting; or Completion of 2 years studies in College with at least nine (9) units in Accounting	1 year of relevant experience in Accounting activities/ tasks	4 hours of relevant training in Accounting activities/ tasks	Career Service (SubProfessional) (First Level Eligibility)



Address: Banica, Roxas City
 Contact Number: (036) 651-8454
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>



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

POINT SYSTEM FOR EVALUATIVE ASSESSMENT

A. Non-Teaching Personnel (SG 1-9)

Criteria	Breakdown of Points
a. Education	5
b. Training	5
c. Experience	20
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and ICT Skills Demo)	20
Total	100

B. Non-Teaching Personnel (SG 10-22)

Criteria	Breakdown of Points
i. Education	5
j. Training	10
k. Experience	15
l. Performance	20
m. Outstanding Accomplishments	10
n. Application of Education	10
o. Application of Learning and Development	10
p. Potential (Written Exam, BEI and ICT Skills Demo)	20
Total	100



Address: Banica, Roxas City
 Contact Number: (036) 651-8454
 Email Address: capiz@deped.gov.ph
 Website: <http://depedcapiz.ph>

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 ()

Sole Parent: Yes () No ()

Basic Documentary Requirements	Status of Submission <i>(to be filled-out by the applicant. Check if applicable)</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 Schools Division Superintendent			
b Duly accomplished Personal data Sheet (PDS) (CS Form 212 Revised 2017) and worksheet			
c Photocopy of valid and updated PRC License/ID			
d Photocopy of Certificate of Eligibility/Report of Rating			
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/degree, if applicable			
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 Photocopy of latest appointment			
i Photocopy of Performance Rating for the last 3 rating periods (at least VS)			
j Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Annex C) notarized officially			
k Other documents as may be required for comparative assessment, as indicated in MEC Order No. 10, s. 1979			
1. Copy of Teacher's Program showing number of minutes of regular teaching load			
2. Copy of School Form-7 (for secondary only)			
3. Copy of documents for the Creditable Points for LEADERSHIP, POTENTIAL, and ACCOMPLISHMENTS of Mater Teacher Position.			

Attested:

MA. SHARON S. BARRIENTOS
Administrative Officer IV / HRMO II

OMNIBUS SWORN STATEMENT

CERTIFICATION OF THE 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 purpose 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 before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8772 or the Electronic Commerce Act of 2000, (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.