



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

April 2, 2024

SCHOOLS DIVISION MEMORANDUM

No. 125, s. 2023

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS
FOR ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III, AND
ADMINISTRATIVE ASSISTANT II POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. With reference to DepEd Order No. 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the call for submission of applications, screening, and evaluation of applicants for vacant positions with the following details:

ADMINISTRATIVE OFFICER II

Salary Grade / Salary: SG 11 – 324,000.00

Qualification Standards

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional/Second Level Eligibility)

FOR ADMINISTRATIVE ASSISTANT III

Salary Grade / Salary: SG 9 – 254,532.00

Qualification Standards

Education: Completion of 2 years in college or High School Graduate with relevant vocational/trade course
Experience: 1 year relevant experience
Training: 4 hours of relevant training
Eligibility: Relevant MC. 11 s. 1996 Career Service (Sub-Professional/First Level Eligibility)



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

ADMINISTRATIVE ASSISTANT II

Salary Grade / Salary: SG 8 – 236,928.00

Qualification Standards

- Education: Completion of 2 years in college or High School Graduate with relevant vocational/trade course
- Experience: 1 year relevant experience
- Training: 4 hours of relevant training
- Eligibility: Relevant MC 11 s. 1996 Career Service Sub-professional (First Level Eligibility)

2. The said evaluation has the following timeline:

- | | | |
|-----------------|---|---|
| April 3-8, 2024 | - | Submission and Receipt of Application Documents |
| April 10, 2024 | - | Initial Evaluation of the Qualification of Applicants |
| April 11, 2024 | - | Comparative Assessment of Applicants
9am onwards |

3. Interested applicants are advised to submit through the SDO Records Section the following documents on or before April 8, 2024, 5:00 p.m. Additional documents shall not be accepted after the said deadline.

- a. Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
- b. Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
- 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/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, if applicable;
- i. Photocopy of the Performance Rating in the last three consecutive rating periods;
- j. Checklist of Requirements and Omnibus Sworn Statement of 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 (*Enclosure No. 1*), notarized by authorized official; and



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

- k. 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 the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(j) is not relevant to the position to be filled, if applicable.
4. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and 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,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
5. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants.
6. Kindly bring original documents on the day of evaluation for verification and other purposes.
7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j), duly signed by the applicant.
8. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
9. Immediate and wide dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: DO 007, s. 2023
To be indicated in the Perpetual Index
Under the following subject:

COMPARATIVE ASSESSMENT

HRMPSB/ CA ADAS II
018/ April 2, 2023



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 12, s. 2023

CHECKLIST OF REQUIREMENTS		Annex C	
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 completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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. 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 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
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:			

Human Resource Management Officer			
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
In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.			



Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806-2192; Email Address: munozscience.city@deped.gov.ph