Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

SDO TABUK CITY
RELEASED
Date: 7/28/24
By:
RECORDS UNIT

May 30, 2024

Division MEMORANDUM
No. 273, s. 2024

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT III IN THE SCHOOLS DIVISION OF TABUK CITY

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 or the DepEd Merit Selection Plan upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability in the Recruitment and Selection of personnel to ensure the placement of the right people for the right job at the right time.

2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application to the following vacant and anticipated vacant positions in the Schools Division of Tabuk City:

Position	**Minimum Qualification Standards**			
	Education	**Training**	**Experience**	**Eligibility**
Administrative Assistant III	Completion of two years in college	4 hours of relevant training to the position (office management skills, computer skills)	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)

3. All interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) are highly encouraged to submit their application. Applicants are required to register online to this link: **https://tinyurl.com/JOBAPP2024** prior to submission of their folders for application.

4. Application must be submitted in four (4) copies, each enclosed in a properly labeled folder, one (1) of which is the original copy and three (3) are photocopies of the original with appropriate tabbing ***(name of the document)*** consistent with the order of the documentary requirements stated in this memorandum.

5. The place of submission of all applications is at the Records Section of the Schools Division of Tabuk City **not later than 3:00 p.m. of August 9, 2024** with the following mandatory (Items a-h) and non-mandatory (Items i-k) documentary requirements:

a. Letter of Intent address to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Notarized Data Privacy Consent Form pursuant to RA No 10173 (Data Privacy Act of 2012), using the Form provided by the HR office,
c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
d. Valid and updated PRC License or Certificate of Eligibility whichever is or if applicable,
e. Diploma or Transcript of Records of earned Bachelor's Degree, and if applicable Means of Verification for earned post-graduate units or degrees,
f. Certificates of Training if applicable,
g. Duly signed Service Records or Certificate of Employment or Contract of Service,
h. Duly signed Performance Rating in the last rating period covering one (1) year performance in the current/latest position and duly signed Performance Rating obtained from the relevant work experience, if current/latest position/designation is not relevant to the vacant position to be filled,

Other non-mandatory documentary requirements:

i. Means of Verification showing Outstanding Accomplishments along:
    1. Awards and Recognition
    2. Research and Innovation
    3. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees
    4. Resource Speakership/Learning Facilitator
    5. NEAP Accredited Learning Facilitator

j. Application of Education, and
k. Application of Learning and Development

6. Individuals who failed to submit the complete and fully accomplished mandatory requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

7. Enclosure 5 of DepEd Order No.007, s. 2023 or the Criteria and Point System for Hiring and Promotion to Non-Teaching Positions will be used as reference and scoring mechanism in the comparative assessment of the qualified pool of applicants for the vacant position/s stated in this Memorandum.

8. The Process of Comparative Assessment is covered by the following schedule of activities:

Activities	Inclusive Dates	Days
1. Submission of application	July 25-Aug 9, 2024	10
2. Evaluation of the completeness and veracity of submitted documents		3
3. Initial Evaluation of the Qualification of Applicants		5
4. Conduct of Written Examination, Work Sample Test and Behavioral Events Interview (BEI)		1
5. Paper Evaluation and Open Ranking System		1
6. Review and Finalization of the Comparative Assessment Result (CAR)		7
7. Posting of the CAR		10
8. Submission of the CAR to the Schools Division Superintendent		N/A

9. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent