





Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

DIVISION MEMORANDUM

No. 38, S. 2022

TO : HRMPSB Chair and Members
Chief Education Supervisors
School Heads
Interested Applicants
All others Concerned

FROM :  MARIZA S. MAGAN, Ed.D., CESO V
Schools Division Superintendent 

DATE : August 16, 2022

SUBJECT : RECRUITMENT AND SELECTION OF APPLICANTS FOR NON-TEACHING
VACANT POSITIONS

1. The Schools Division of Tacloban City hereby announces the conduct of the Division Assessment and Evaluation for the Recruitment and Selection of Non-Teaching Vacant Positions. This Division adheres to the principle of *Equal Employment Opportunity accorded to all who qualified to enter government service regardless of gender, civil status, disability, religion, ethnicity or political affiliation.*
2. Document evaluation shall be in accordance with DepEd Order No. 66, s. 2007 entitled PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS.
3. The following are the vacant positions and the Qualification Standards:

No. of Vacancy	Position Title	Salary Grade	Level	AMOUNT	ITEM NO.	Assignment
One (1)	Administrative Officer I (Supply)	10	2	22,190.00	OSEC-DECSB-ADOF1-540071-2004	Leyte NHS
Two (2)	Administrative Assistant III	9	1	20,402.00	OSEC-DECSB-ADAS3-540030-2017 OSEC-DECSB-ADAS3-540144-2018	OSDS
Four (4)	Administrative Assistant III (Sr. Bookkeeper)	9	1	20,402.00	OSEC-DECSB-ADAS3-540008-2014	Tac. City Night HS
					OSEC-DECSB-SRBK-540019-2007	TNAS
					OSEC-DECSB-SRBK-54002-2007	Cirilo Roy MNHS
					OSEC-DECSB-SRBK-540022-2007	Marasbaras NHS

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Two (2)	Administrative Asst. II (Disbursing Officer II)	8	1	18,998.00	OSEC-DECSB-DO2-540022-2007	TNAS
					OSEC-DECSB-ADAS2-540065-2004	San Jose NHS
Two (2)	Administrative Asst. II	8	1	18,998.00	OSEC-DECSB-ADAS2-540088-2018	Sagkahan NHS
					OSEC-DECSB-ADAS2-540087-2018	Marasbaras NHS
Four (4)	Administrative Aide VI	6	1	16,877.00	OSEC-DECSB-ADA6-540051-2014	OSDS
					OSEC-DECSB-ADA6-540052-2014	
					OSEC-DECSB-ADA6-540055-2014	
					OSEC-DECSB-ADA6-540050-2014	
One(1)	Administrative Aide III	3	1	14,125.00	OSEC-DECSB-ADA3-540085-2004	Leyte NHS
One(1)	Administrative Aide	1	1	12,517.00	OSEC-DECSB-ADA1-540014-2004	Sagkahan NHS

Qualification Standards

POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ADMINISTRATIVE OFFICER I (Supply)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility
ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> -Must be able to read and write/Elementary School Graduate -High School Graduate or Completion of relevant vocational/trade course -Completion of two-year studies in college or High School Graduate with relevant vocational/trade course 	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s.1996 Career Service (Sub-Professional)/ First Level Eligibility



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ADMINISTRATIVE ASSISTANT II	Must be able to read and write/Elementary School Graduate -High School Graduate or Completion of relevant vocational/trade course -Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours relevant training	Relevant MC 11 s.1996 Career Service (Sub-Professional)/ First Level Eligibility
ADMINISTRATIVE AIDE VI	Completion of two years in college	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility
ADMINISTRATIVE AIDE III	Must be able to read and write/Elementary School Graduate -High School Graduate or Completion of relevant vocational/trade course -Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
ADMINISTRATIVE AIDE I	Must be able to read and write	None Required	None Required	None Required

4. Interested applicants must submit their Letter of Intent (LOI) addressed to **DR. MARIZA S. MAGAN, EdD, CESO V**, Superintendent, Schools Division of Tacloban City through hrmosdotac@deped.gov.ph carbon copy (cc) macapugasmar@gmail.com on or before the midnight of **August 26, 2022 (Thursday)**.
5. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing and Table of Contents on or before **August 31, 2022 (Friday)** to the HR Office:
 - a. Letter of Intent (citing the specific position applied for);
 - b. Accomplished Personal Data Sheet;
 - c. Photocopy of actual Performance Rating for the last 3 rating periods if there is any (Certification alone is not accepted);
 - d. Updated Service Record and / or;
 - e. PRC License/CSC Eligibility for non-teaching;
 - f. Photocopy of Awards/Citations of Outstanding Accomplishment;
 - g. Photocopy of Transcript of Records;
 - h. Photocopy of Certificates of Training attended-conducted for at least 3 days and not credited during the last promotions or acquired within 5 Years period only and;
 - i. Photocopy of the related supporting documents.



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6. The Criteria for ranking of non-teaching Level 1 and 2 as follows:

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishment (Meritorious Accomplishment)	5	20
Education	10	15
Training	10	10
Potential	15	10
Psycho-social	20	5
TOTAL	100	100

7. In special cases that it is impossible for the applicant to submit the hard copy due to distance, health condition, border restrictions and other legitimate reasons, the soft copy of the documents maybe sent together with the Letter of Intent in the same email address mentioned in Item No. 4.
8. All expenses incurred in the conduct of all enumerated activities shall be charged against Local Funds/Division MOOE subject to the usual accounting and auditing rules.
9. Wide dissemination of this Memorandum is desired.