

Republic of the Philippines Department of Education Region VIII

SCHOOLS DIVISION OF TACLOBAN CITY **Tacloban City**

September 28, 2023

DIVISION MEMORANDUM No. _ 5(1 , S. 2023

TO

HRMPSB Chairman and Members **Chief Education Supervisors** EPSs, PSDSs and School Heads Interested Applicants All others Concerned

ANNOUNCEMENT ON 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 Applicants for Teaching, Related-Teaching and Non-Teaching Vacant Positions. In its recruitment and selection, 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. 7, s.2023 entitled GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION.

3 The following are the vacant positions and the Qualification Standards:

Position Title	No. of Vacan	Plantilla Item No.	Salary Grade		Qualification Standards				Place of
	Positi on				• Education	Experience	Training	Eligibility	Assign ment
ELEMENTARY									11
Administrativ e Officer II	1	AOII-ADOF2- 540083-2020	11	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (2 rd Leve! Eligibility)	Element ary School
Project	6	OSEC-DECSB- PDO1-540084- 2023	11	27,000	Bachelor's degree	None	None	Career	Element
Development Officer I		OSEC-DECSB- PDO1-540085- 2023		2,,00	relevant to the Job	Required	Required	Service Professional (2 nd Level Eligibility)	ary or Junior High School
		OSEC-DECSB- PDO1-540086- 2023							
		OSEC-DECSB- PDO1-540087- 2023							
		OSEC-DECS8- PDO1-540088- 2023							
		OSEC-DECSB- PDO1-540089- 2023							





Republic of the Philippines Bepartment of Education Region VIII

Region VIII SCHOOLS DIVISION OF TACLOBAN CITY Tacloban City

4. The Criteria and Point System for Evaluative Assessment for Non-Teaching positions are as follows:

Criteria	Breakdown of Points	
	SG 10-22 and SG 27	
Education	5	
Training	10	
Experience	15	
Performance	20	
Outstanding Accomplishments	10	
Application of Education	10	
Application of Learning and Development	10	
Potential (Written Exam, BEI, Work Sample Test)	20	
TOTAL	100	

- Interested applicants must submit their Letter of Intent (LOI) addressed to JUDELLA RUIZ-LUMPAS, EdD, CESO VI, Schools Division Superintendent, Schools Division of Tacloban City through https://hrmosdotac@deped.gov.ph carbon copy (cc) macapugasmar@gmall.com on or before the midnight of October 6, 2023 (Friday).
- 6. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing on or before October 10, 2023, (Tuesday) to the HR Office.
 - a. Checklist of Requirements with Omnibus Sworn Statement (see Enclosure 1);
 - b. Letter of Intent addressed to the Head of Office;
 - Duly accomplished Personal Data Sheet (PDS) (CSC Form 212, Revised 2017) and Work experience sheet, 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 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;
 - Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of the submission, if applicable;
 - j. Omnibus Sworn Statement; and
 - k. Other documents as may be required.
- 7. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides the online submission of electronic copies of the above enumerated application documents at e-mail address: https://hrmosdotac@deped.gov.ph may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
- 8. Applicants who failed to submit mandatory documentary requirements beyond October 10, 2023 shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However,





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

failure to submit the non-mandatory documentary requirement shall not warrant exclusion from the pool of official applicants.

- 9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement, duly signed by the applicant and notarized. Any false and fraudulent document submitted shall be grounds for disqualification.
- Written examination, skills test and interview for qualified applicants for the aforementioned vacant position shall be announced in a separate memorandum.
- Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening or interview.
- 12. 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.
- 13. For your information and guidance.

JUDELLA RUIZ-LUMPAS, EdD, CESO VI

Schools Division Superintendent







Republic of the Philippines Bepartment of Education Region VIII SCHOOLS DIVISION OF TACLOBAN

Tacloban City



			Annex C
CHECKLIST OF	REQUIREMENTS		
Name of Applicant:	Application Code: _		
Position Applied For:	Application code		
Office of the Position Applied For:			
Religion:			
Ethnicity:			
Person with Disability: Yes () No () Solo Parent: Yes () No ()			
	Status of Submission	(To be filled out by the H	rification RMO/HR Office/sub-committee)
Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check (Compiled)	Remarks
Letter of intent addressed to the Head of Office or highest human resource officer			
 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			
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			
Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, o duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
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	ſ		
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 SWO	LN STATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY			
I hereby certify that all information above are true and correct, submitted herewith are original and/or certified true copies the		nowledge and belief, a	and the documents
DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect purposes relevant to the recruitment, selection, and placement with the laws, rules, and regulations being implemented by the	of personnel of the De	partment and for pu	
	9		
		Name and Sign	nature of Applicant
Subscribed and sworn to before me this day of	, year	•	

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 uset 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.

Person Administering Oeth



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

Duties and Responsibilities of Administrative Officer II

Department of Education	JOB DESCRIPTION	JD No	Revision Code
Position Title	Admenistrative Officer II	Balary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to Positions Supervised	School head Administrative Assistants/Aides in the School	Page/s Date	
This position is responsit	to for the implementation of an effective and effici	ont administrative support as	nd selected financial functions
This position is responsible particularly on personnel A. QSQ Prescribed Que	administration, property custoritanship and finance	and administrative support at tal-related tasks in the school	od Sekircted financial Ametions
Perficularly on personnel A. CSC Prescribed Que	administration, property custodianship, and finance lifinations Bachetor's degree relevant to the job	at retained tasks at the school	id selected financial functions
Perficularly on personnel A. CSC Prescribed Que	administration, property custodianship and finance Bachetor's degree relevant to the job None required.	ANDAROS	nd selected financial Amotions
A. Q&Q Prescribed Gui	administration, property custodianship and finance influentions Bachelor's degree relevant to the job None required Career Service Professional (Second Level Efig.	ANDAROS	nd Behicted financial functions
A. GEO Prescribed Qui Education Expensers	administration, property custodianship and finance Bachetor's degree relevant to the job None required.	ANDAROS	nd Beliected financial Ametions
A SEC Prescribed Qui Education Expensors Faguery Justinas B. Preferred Qualifooli	Bacheor's degree relevant to the job None required Career Service Professional (Second Level Esp None required None required None required	ANDAROS	nd Behicted financial functions
A. QEQ Prescribed Gui E. Cducation E. Expender F. Explosin B. Preferred Qualification E. Communication	administration, property custodianship, and finance of the control	ANDAROS	nd Beliected financial Ametions
A. C.C. Prescribed Que Education Expensors Falsers Falsers B. Preferred Question	Bacheor's degree relevant to the job None required Career Service Professional (Second Level Esp None required None required None required	DMN)	nd Belincied financial functions

DOC BOOK TANKS	DUTIES AND RESPONSESE THE S
Personnel Administration	Recrutment and Selection Recrutment and Selection Recrutment and Selection Recrutment and selection of applicants in the school head and coordinate with AQ IV (HRMQ II) of the provide humber of the selection of applicants in the school assigned in the selection of applicants in the school assigned in countment and selection of applicants in the school assigned in continuous and deployment of personnel in the assigned school by checking and validating the completeness and summerhibitity of documents to be submitted to the HRMQ for preparation/issuance of appointment c. Prepare ERE of qualified teachers and submit to \$QQ for processing
	Personnel Records a Update regularly 201 files and maintain database of personal information of school personnel b Lipdate regularly 201 files and maintain database of personal information of school personnel b Act/assist the designated Agency Authorized Officer (AAC) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated C Consolidate daily time record (QTR) of school personnel and prepare monthly report of service (Form 7) d. Montor and record attendance/absence of school personnel and report to school head issues and concern related thereto Acts on application for seaves of school personnel and facultate recommendation by the school head and approval by the SQS Update vacation senuccheave credits of school personnel and regularly communicate to all concerned Maintain the confidentiality of personal information of school personnel to which he/she has legal access. Coordinate with concerned offices, such as BUS QSIS, Epit/settib, Egg_1B(S, CSC), and other agencies/worklises on the implementation of policies and guidelines relevant to personnel to
	Compensation and Benefits a. Compute and submit to SRQ applicable personnel benefits for processing. Funding, and release (e.g., materinity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc.) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMC for checking and verification. c. Process retirement/separation benefits of school personnel for indegrate pay by the school head to the SRQ Other HR related functions. Update school personnel of the latest HR-related policies. b. Develop and present to the school head/rigidity innovative strategies in improving HR practice in the school. C. Assist the school head in performance management, rewards and recognition, and learning development.

CEY REMULT ARE	Job Descrition - Vy
	d. Prepare and submit HR related reports to school head/IRNO Coordinate regularly with the IRNO in representation of HR policies and guidelines Facilitate submission and approved by the SQS of Permit to Study/Practice of Profession, Authority to Trave and other school requests for school personnel.
Property Custodianship	a Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIPYAID or as detected by this school head. Ensure that supplies in materials, equipment, textbooks, and other learning resource materials are stored propert in a secured facility. Except on updated inventory of all supplies, materials, equipment, textbooks, and other learning resource.
	materials d. Issue supplies materials equipment textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school e. Prepare and submit reports on all property accountability of the school
General Administrative Support	Assist the school head in the preparation of School Form 7 (SF 7)/loading of leachers. Assist the school planning team in the preparation of StP/A[P]. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to — Cash disbursement register — Authority to department account — Liquidation reports including supporting documents D) For IUs, assist the School Head on the preparation of required reports from CQA, DBM, and other oversight agencies C) actitate submission of all financial documents to the StQQ and/or bank, if necessary. D) Provide assistance to other financial-related tips of the School Head Perform other functions as may be assigned by the School Head.

Note: Norm 5.2 and 5.3 of the Department of Distigut and Management (QSB) Budget Classian No. 2004-3 Conversion of Positions Performing StaffMon-Tephnose Functions (copy attended for ready reterring) seasonistly provides that proclaims allocated to the new position bitas may be assigned any combination of the duties and responsibilities of the previous sustain bitas (including the AQ III) such as AQ I, Human Hussums Management Officer I (1951AQ I), Information Officer I (10), Public Medicinus Officer I (1910 I), Budget Officer I (10), and others Please note that the scope of supervision and purediction of an AQ II at the school level is determined by the duties and functions essigned by the Principal/School Head (for Elementary) Junior High School) or Assistant Principal for Operations and Learner Support(for Seniol High School)





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

Duties and Responsibilities of Project Development Officer I

Department of Education	JOB DESCRIPTION	JD No	Revision Code:
Position Title	Project Development Officer I	Salary Grade	11
Parenthetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
	None	Page/s	
A	JOB SUMM	RY	
Under the direct supervision projects, and activities into perform tasks or roles related to the control of the	JOB SUMMA ion of the School Head, the position is respons tiated by the School or mandated by the DepEr sted to program management and implementation QUALIFICATION \$1	sible for facilitating the impli d Central Office at the Scho n, coordination, partnerships	ementation of the various programs of level. The position is expected to and advocacy in the school.
Under the direct supervision projects, and activities in perform tasks or roles related to the control of the c	JOB SUMMA son of the School Head, the position is response tiated by the School or mandated by the DepEr sted to program management and implementation QUALIFICATION ST Inflications	sible for facilitating the impli d Central Office at the Scho n, coordination, partnerships	ementation of the various programs of level. The position is expected to and advocacy in the school.
Under the direct supervision projects, and activities in perform tasks or roles related to the control of the c	JOB SUMMA ion of the School Head, the position is response tiated by the School or mandated by the DepEd sted to program management and implementation QUALIFICATION ST Infications Bachelon's degree relevant to the job	sible for facilitating the impli d Central Office at the Scho n, coordination, partnerships	ementation of the various programs of level. The position is expected to and advocacy in the school.
Under the direct supervision projects, and activities in perform tasks or roles related. A. CSC Prescribed Qual Education Experience	JOB SUMMA son of the School Head, the position is response tiated by the School or mandated by the DepEr sted to program management and implementation QUALIFICATION ST liffications Bachelor's degree relevant to the job None required	wy sible for facilitating the imple d Central Office at the Scho n, coordination, partnerships, ANDARDS	ementation of the various programs of level. The position is expected to and advocacy in the school.
projects, and activities ini perform tasks or roles related. A. CSC Prescribed Qual Education Experience	JOB SUMMA ion of the School Head, the position is response tiated by the School or mandated by the DepEd ited to program management and implementation QUALIFICATION ST Infications Bachelor's degree relevant to the job	wy sible for facilitating the imple d Central Office at the Scho n, coordination, partnerships, ANDARDS	ementation of the various programs of level. The position is expected to and advocacy in the school.

Job Description - Ver. 2

Key Result Areas	Outles and Responsibilities
Program Management and Implementation	1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities Assist in mobilizing the support of the School community and other stakeholders in implementing the programs Prepare communications and correspondence to the concerned School stakeholders
Advocacy	Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	As may be assigned by the Supervisor

