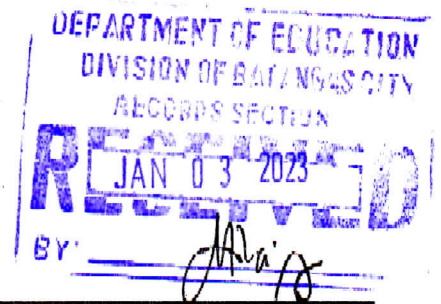




Republic of the Philippines
Department of Education
 Region IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS CITY



January 03, 2023

DIVISION MEMORANDUM
 NO. 003, s. 2023

RANKING OF APPLICANTS FOR ADMINISTRATIVE AIDE VI POSITIONS

TO: Assistant Schools Division Superintendent
 CID and SGOD Chief
 Education Program Supervisors
 Public School District Supervisor
 Public Elementary and Secondary School Principals
 Section/Unit Heads
 All Concerned

1. The Field is hereby informed that this office opens the application for the **Administrative Aide VI** vacant positions.

| POSITION | SALARY GRADE | SALARY | NO. OF POSITION | SCHOOL / OFFICE ASSIGNMENT |
|------------------------|--------------|-----------|-----------------|----------------------------|
| Administrative Aide VI | 6 | 16,877.00 | 2 | Division of Batangas City |

2. The Qualification Standard (QS) and duties and responsibilities of the said position are as follows:

| A. CSC PRESCRIBED QUALIFICATIONS: | | | |
|--|---------------|---|---------------|
| EDUCATION | EXPERIENCE | ELIGIBILITY | TRAININGS |
| Completion of two (2) years studies in college | None Required | Career Service Sub-Professional (First Level Eligibility) | None Required |



Accelerate Learners Achievement with Excellence and Humility

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 Telephone No. (043) 702-2094
 Email: division.batangascity@deped.gov.ph
 DEPEDBATC-SDO-F-009/R1/02-20-2020



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3. DUTIES AND REPONSIBILITIES

- Schedules/ calendars meetings/appointment/trainings/workshops.
 - Documents/communications received, routed, tracked.
 - Filing system created and maintained.
 - Comprehensive and complete minutes of meetings / agenda attended.
 - Documents filed, retrieved, archived to Records Office of disposed as needed.
 - Encoded documents.
 - Received / routed calls
4. Interested qualified applicants shall submit documents with "ear tags" following the arrangement below:
- ✓ Letter of intent addressed to the Schools Division Superintendent
 - ✓ Fully accomplished Personal Data Sheet (PDS) with the recent passport – sized picture (CSC Form no. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 - ✓ Photocopy of licenses, proof of eligibility, authenticated by appropriated institution, i.e. PRC, CSC
 - ✓ Performance ratings (duly signed) – 3 consecutive years (note: summary of ratings shall not be accepted)
 - ✓ Updated Service record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO Status
 - ✓ Photocopy of Outstanding accomplishment (if any)
 - ✓ Photocopy of Outstanding Employee Award/s
 - ✓ Innovation
 - ✓ Research and development projects
 - ✓ Photocopy of Publication/authorship
 - ✓ Photocopy of Certificate as Consultant/ Resource speaker in trainings/seminars
 - ✓ Photocopy of Transcript of Records (TOR), authenticated by institution/university
 - ✓ Photocopy of Certificate of Training/s attended (must be relevant to the position being applied, and not credited during the last promotion)
 - ✓ Photocopy of Latest approved appointment (if any)
5. Please bring original copies of submitted documents for validation on the date of ranking.
6. Interested applicants are advised to submit their documentary requirements through the **Records Unit**. Then, the applicant will forward the stamped received documents to the **Personnel Unit** for pre-evaluation of qualification



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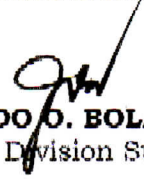
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viz-a-viz qualification standards. Receiving of documents will be on **January 04-11, 2023** from **8:00am to 5:00pm only**. Applicants who meet the minimum qualification standards shall be included in the shortlist and shall receive a notification on the same day.

7. The panel interview and examination with the Human Resource Merit Promotion and Selection Board (HRMPSB) will be held on **January 13, 2023, 9:00 A.M. at OSDS, Conference Hall**.
8. After the HRMPSB deliberation, Comparative Assessment Results (CAR) will be prepared for signature and posting.
9. Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of other teaching, related teaching and Non-teaching personnel.

Note: Only those applicants with complete requirements shall be entertained.

Immediate and wide dissemination of this memorandum is desired.


FELIZARDO O. BOLAÑOS, CESO VI
Schools Division Superintendent



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