



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
DIVISION OF ESCALANTE CITY



February 25, 2026

DIVISION MEMORANDUM

No. 100, s. 2026

SUBMISSION OF APPLICATIONS FOR ADMINISTRATIVE ASSISTANT II & III POSITIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors/Specialists
 Public Elementary and Secondary School Heads
 Non-Teaching and Related-Teaching Personnel
 All Others Concerned

1. The Schools Division of Escalante City announces the opening of the recruitment and selection process for the following non-teaching positions:

POSITION	NUMBER OF VACANCIES	OFFICE/SCHOOL ASSIGNMENT	REMARKS
Administrative Assistant III	2	Payroll Services	Financial
	3	Accounting Unit	
	1	Escalante NHS (Senior Bookkeeper)	
	1	Office of the Schools Division Superintendent	
Administrative Assistant II	1	Division Wide	Clerical

2. The procedures that will be observed in the recruitment and selection for the above-mentioned positions shall be in accordance with **DepEd Order 19, s. 2022, "The Department Merit Selection Plan"**, while the criteria and point system that will be utilized in evaluating the merit and fitness of the applicants shall be based on **DepEd Order 7, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**.

3. Qualified and interested individuals are invited to submit their applications, including two (2) complete application folders with clear copies of the required documents listed below, to the Records Section of our office, attention to **PETER JULIUS B. PELLOTAS**, Administrative Officer IV - HRMO II, **not later than 5:00 PM on March 13, 2026**. Please note that applications submitted after this deadline will not be accepted:

a. (Original) Letter of intent **indicating the position(s) applied for** addressed to:

PETER J. GALIMBA
 OIC, Schools Division Superintendent

- b. CSC Form 212 (Revised 2025) with the latest prescribed photo (Original)
- c. Latest 1 year performance rating (for those with work experience)
- d. Service Record/Certificate of Employment (for those with work experience) (Photocopy)
- e. Authenticated copy of (PRC/CSC) license and rating (Photocopy)
- f. Transcript of Records (with GWA) and Diploma (Photocopy)
- g. Certificate/s of specialized training (Photocopy)
- h. Documents to support outstanding accomplishments, application of education, application of learning and development. **(Please refer to DepEd Order No. 007, s. 2023)**
- i. Clearance from the previous employer (if available) (Photocopy)
- j. Other documents as may be required for comparative assessment (MOVs) (Photocopy)



Deped Tayo Escalante City



Barangay Hacienda Fe, Escalante City, Negros Occidental
 Telephone Nos. (034) 445-9704/445-2686
 Email Add: escalante.city@deped.gov.ph
deped.escalantecity.weebly.com



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DIVISION OF ESCALANTE CITY

- k. Notarized checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Original)
4. Please ensure that the documents are properly tabbed and labeled for clarity.
5. Attached in the enclosures are the details of vacancies and the corresponding qualification standards (Enclosure No. 1), duties and responsibilities attached to the positions, (Enclosure No. 2), rating sheet per position, (Enclosure No. 3), Checklist of Requirements, Omnibus Sworn Statement, and Data Privacy Consent (Enclosure No. 4).
6. 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. Clear scanned copy of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.
7. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.
8. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this Office highly encourages qualified person with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.
9. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.


PETER J. GALIMBA
OIC, Schools Division Superintendent

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

EMPLOYMENT NON-TEACHING RELATED-TEACHING RSA/MSP HRMPSB



Deped Tayo Escalante City



deped.escalantecity.weebly.com

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Email Add: escalante.city001@deped.gov.ph



REQUEST FOR PUBLICATION OF VACANT POSITIONS

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at DepEd, Schools Division of Escalante City:


PETER JULIUS B. PELLOTAS

Administrative Officer IV
Personnel Section

Date: February 19, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420110-2018	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420111-2018	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420114-2018	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420116-2018	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420266-2014	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City



Department of Education
Negros Island Region
SCHOOLS DIVISION OF ESCALANTE CITY
Escalante City, Negros Occidental, Philippines



Electronic copy to be submitted to the
CSC FO must be in MS Excel Format

Tel No +63-34-724-8192 Telefax No +63-34-454-0746 Email deped_escalante@yahoo.com escalante.city001@deped.gov.ph

6	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420072-2017	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City/Elementary
7	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-420057-2004	9	24329	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Escalante National High School
8	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-420053-2017	8	22423	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City/Elementary

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **February 26, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

PETER JULIUS B. PELLOTAS

Administrative Officer IV

Personnel Section

DepEd, Schools Division of Escalante City

Brgy. Hacienda Fe, Escalante City, Negros Occidental

escalante.city001@deped.gov.ph | (034) 445 5701 / 445 2650

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title		Governance Level	Schools Division Office (SDO)/Implementing Unit Secondary School
Unit	Accounting/Budget/Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date	
Positions Supervised	N/A	Page/s	
JOB SUMMARY			
This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		

NOTE: Determination of work assignments of the incumbent ADAS III, shall be the task of his/her immediate superiors, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p>Accounting Services</p>	<p>For DepEd Implementing Units:</p> <ul style="list-style-type: none"> • Prepare/maintain registries of allotment and obligations • Prepare financial and accountability reports and maintains subsidiary ledgers • Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.) • Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school • Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units:</p> <ul style="list-style-type: none"> • Maintain school's subsidiary ledgers related to cash advances • Assist the school head in the preparation of liquidation of cash advances • Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances • Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.
<p>Salary Administration and Payroll Processing</p>	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. • Handle the administration of the Biometric system • Keep abreast with company policies and tax legislations that impact on remuneration • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.
Payroll-related Services	<p>As designated GSIS Authorized Agency Officer:</p> <ul style="list-style-type: none"> • Certify the loan applications of members in their agencies as to the following: <ul style="list-style-type: none"> ↳ That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for; ↳ That loan borrowers are in active service; ↳ That loan borrowers have no pending administrative and/or criminal charge; and ↳ That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS; • Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave; • Transmit electronically to GSIS, all membership updating request forms; • Coordinate with Electronic Remittance File (ERF) officers on the following: <ul style="list-style-type: none"> ↳ Timely deduction of the monthly amortization due on the loans certified or approved; ↳ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and ↳ Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS; ↳ Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance. • Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly; • Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and • Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs
Payroll-related Services	<p>As designated Electronic File Remittance (ERF) Handler</p> <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month;

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ↳ Monthly reconciliation billing issues (RBIs); and ↳ Notices of deficiency • Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS. • Prepare the monthly remittance files using the following as inputs: <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Notices to deduct received; ↳ Data on their employees with increments or promotion that will take effect on the particular due month; and ↳ List of employees from the agency who retired, separated, resigned or transferred to other agencies. • Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete. • Accomplish the proper membership updating form for employees in their agencies; • Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid; • Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and • Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.
<p>Payroll-related Services</p>	<p>As designated DepEd Verifier:</p> <ul style="list-style-type: none"> • Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility: <ul style="list-style-type: none"> ↳ DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines; ↳ GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications; ↳ Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and ↳ Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity; • Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018; • Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification,

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES								
	<p>as contained in the e-mailed request, are:</p> <ul style="list-style-type: none"> ↳ Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and ↳ Authentic, based on the information in the official payroll. <ul style="list-style-type: none"> • Record information on applications for loans under the following: <ul style="list-style-type: none"> ↳ GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and ↳ Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). ▪ Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned • Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018): <table border="1" data-bbox="1091 802 1627 1057" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Term of Loan</th> <th style="text-align: center;">Maximum Contractual Interest Rate</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 year</td> <td style="text-align: center;">7.50%</td> </tr> <tr> <td style="text-align: center;">2 years</td> <td style="text-align: center;">9.00%</td> </tr> <tr> <td style="text-align: center;">3 years</td> <td style="text-align: center;">9.66%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). • Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation. • Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit, and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use. • Perform other related tasks as may be assigned by immediate superior. 	Term of Loan	Maximum Contractual Interest Rate	1 year	7.50%	2 years	9.00%	3 years	9.66%
Term of Loan	Maximum Contractual Interest Rate								
1 year	7.50%								
2 years	9.00%								
3 years	9.66%								

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p>Budgeting Services</p>	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports

 <p>Department of Education</p>	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title		Governance Level	SDO
Unit/Division	Office of the Schools Division Superintendent	Office/Bureau/Service	OSDS
Reports to	Schools Division Superintendent	Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours of relevant training to the position (office management skills, computer skills)		
B. Preferred Qualifications			
Education	Two years college or two year vocational course (secretarial) preferably Bachelor's degree in a related course		
Experience			
Eligibility	TESDA Certificate Holder		
Trainings	Basic Knowledge in Computer Operations such as Microsoft Office		
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES		
Office Schedules	<ul style="list-style-type: none"> Schedules/calendars meetings/appointments of the SDS with other offices/Staff by calendaring, following up and confirming attendance of both parties 		

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

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 complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the 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 assessment, 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:			
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.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Communications/Documents	<ul style="list-style-type: none"> • Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person.
Guests Reception	<ul style="list-style-type: none"> • Entertains visitors/guests of the Director/Directorate by attending to their needs promptly thus lessening the time demand on the Director.
Records/Files	<ul style="list-style-type: none"> • Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference
Personnel Matters	<ul style="list-style-type: none"> • Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook
Technical/Administrative Support	<ul style="list-style-type: none"> • Prepares minutes of meetings/agenda attended and conducted by the Office of the SDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements. • Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. • Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director/directorate by preparing required documents/forms • Prepares PowerPoint presentation drafted by the SDS for use in the scheduled speaking engagement • Provides administrative support/logistics needs in the implementation of the Office programs/projects/activities initiated by the Director/Directorate through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY

INDIVIDUAL EVALUATION SHEET
Non-General Services Positions (SG 1-9)

Name of Applicant: _____

Position Applied: _____

Qualification Standard (QS) of the Position	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational trade/course
Training	Four (4) hours relevant training
Experience	One (1) year of relevant experience
Eligibility	Career Service (Sub-Professional); First Level Eligibility

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	5					
B. Training	5					
C. Experience	20					

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	20			
E. Outstanding Accomplishment	10	Details and MOVs Presented	Computation	Points
1. Awards and Recognition	4			
2. Research or Innovation	4			
3. Subject Matter Expert / Membership in NTWG or Committee	3			
4. Resource Speakership / Learning Facilitation	2			
5. NEAP Accredited Learning Facilitator	2			
F. Application of Education	10			
G. Application of L and D	10			
H. Potential (any or combination of the following)	20			
1. Interview	4			
2. Work Sample Test	4			
3. Written Test	4			
4. SK's Test	4			
5. Others	4			
Total (Part I+II)	100			

Concurred: _____

Signature of Applicant

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant: Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the 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 assessment, 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:			
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