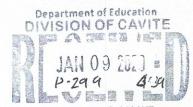


Republic of the Philippines Department of Education

REGION IV-A CALABARZON GATE 2. KARANGALAN VILLAGE 1900 CAINTA, RIZAL



RECORDS UNIT



January 7, 2020

Regional Memorandum

ANNOUNCEMENT OF VACANCY

To:

Regional Office Officials and Employees Schools Division Superintendents All Others Concerned

 This is to announce the vacancy in the Regional Office for the position listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class or political affiliation.

Position Administrative Aide VI (ADA VI)	Salary Grade	Monthly Salary (NBC 575) P14,847.00	No. of Position/s	Place of Assignment	
				Regional Office IV-A CALABARZON	

2. The Qualification Standards (QS) of the said position are as follows:

Position	Education	Training	Experience	Eligibility
Administrative Aide VI (ADA VI)	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub- Professional (First Level eligibility)



"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773
Website: depedcalabarzon.ph

Document Inquiry: https://r4a-teadoc.com/inquire

Facebook: DepEd R-4A Calabarzon





3. Below are the duties and responsibilities of the abovementioned position:

- 4. Interested qualified applicants shall **submit documents with "ear tags"** following the arrangements below:
 - a. Letter of intent addressed to the Regional Director
 - b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 - c. Authenticated PRC ID/CSC Eligibility
 - d. Performance Ratings (duly signed) 3 consecutive years (note: Summary of Ratings will not be accepted)
 - e. Updated Service Record
 - f. Certificate of Employment with brief description of duties and responsibilities and performance rating/s for applicant from the private company, and those on a Job Order or Contract-Of-Service status
 - g. Outstanding Accomplishments (if any)
 - 1) Outstanding Employee Award/s
 - 2) Innovations
 - 3) Research and Development Projects
 - 4) Publication/Authorship
 - 5) Consultant/Resource Speaker in Trainings/Seminar
 - h. CAV of latest Transcript of Records (TOR) and Diploma/Certification on CAR
 - i. Certificate of Trainings/ attended (must be relevant to the position being applied and not credited during the last promotion)
 - j. Latest approved appointment (if any)
- 5. Applicants must ensure that their documents are complete, and accurate.
- 6. Application documents shall be accepted until January 20, 2020. Late documents shall not be accepted, and only those applicants with complete requirements shall be entertained.
- 7. The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.
- 8. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification thru email address/cell phone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).
- Applicants may refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.

WILFREDO E. CABRAL
Director III
Officer-in-Charge
Office of the Regional Director

cc: ps.msbo

Request for Publication of Vacant Positions DEPARTMENT OF EDUCATION Republic of the Philippines

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website

Director III, OIC-Office of the Regional Director Electronic copy to be submitted to the CSC-FD, autist be at MS VIEW SINGLE JAN 67 72 We Y.

January 7, 2020

	N N	
if applicable) Administrative Aide VI	Position Title	
if applicable) Administrative Aide VI OSEC-DECSB-ADA6-270263-2004	Plantilla Item No.	
Grade 6	Salary/ Job/ Pay Grade	
14847	Salary/ Job/ Monthly Pay Salary Grade	
14947 Completion of two-year studies 4 hours of in college		
Training Exper 4 hours of 7 year o relevant training relevant experier	Qualifica	
Experience 1 year of relevant experience	Qualification Standards	
Eligibility Career Service Sub-Professional (First Level Eligibility)	те (сидента да се	
Competency (if applicable)	Sea Parit de la constante de l La constante de la constante d	
DepEd Regional Office IV-A CALABARZON		

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 20, 2020.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- Photocopy of certificate of eligibility/rating/license; and 2. Performance rating in the last rating period (if applicable);
- 4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to band in or send through courier/email their application to:

DepEd Region IV-A CALABARZON, Gate 2 Karangatan Village, Cainta, Rizal Director III, OIC-Office of the Regional Director E CXBRAL

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

are welcome to apply regardless of age, gender, civil status, disability, religion "Equal Employment Opportunity Principle (EEOP)" All qualified applicants ethnicity, social status, income, class or political affiliation. The Department of Education, Region IV-A CALABARZON adheres to the