



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

Department of Education
DIVISION OF CAVITE

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DEPED-4A-08C-RM-20-14

January 7, 2020

Regional Memorandum

ANNOUNCEMENT OF VACANCY

To: Regional Office Officials and Employees
Schools Division Superintendents
All Others Concerned

1. 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	Salary Grade	Monthly Salary (NBC 575)	No. of Position/s	Place of Assignment
Administrative Aide VI (ADA VI)	6	P14,847.00	1	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




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

Position	Duties and Responsibilities
Administrative Aide VI (ADA VI)	Administrative Division (AD): <ul style="list-style-type: none"> ➤ Schedules/Calendars Administrative Division activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. ➤ Receives, records and routes documents addressed to the Administrative Division by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. ➤ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. ➤ Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference. ➤ Prepares or encodes into electronic format word documents and other presentation materials. ➤ Provides assistance and administrative support to training and conferences as assigned. ➤ Coordinates preparation of documents needed in the operations of Administrative Division. ➤ Ensure security of office equipment and availability of office supplies. ➤ Travel bookings made. ➤ Appointment, venue, meals arranged. ➤ Received/Routed calls. ➤ Visitors responded to. ➤ Follow through on inquiries.

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).
9. 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

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

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

WILFREDO L. CABRAL
Director III, OIC-Office of the Regional Director
Date: January 7, 2020

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	OSEC-DECSB-ADAG-270263-2004	6	14847	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)		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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/training/license; and
4. Photocopy of Transcript of Records.

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

WILFREDO L. CABRAL

Director III, OIC-Office of the Regional Director

DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

DepEdRegionalCalabarzon@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

