



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 13, 2021

REGIONAL MEMORANDUM

No. **000180**, s. 2021

**ANNOUNCEMENT OF THE VACANT POSITION IN THIS OFFICE
AND INVITATION TO APPLY**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This is to announce the following vacant position in this Office and invitation to apply:

| <u>No of Vacancy</u> | <u>Position Title</u> | <u>Salary Grade</u> | <u>Assignment</u> |
|----------------------|-----------------------------------|---------------------|--------------------------------|
| One (1) | Administrative Assistant I | 07 | Administrative Division |

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply and may submit their Letter of Intent and Personal Data Sheet (CS Form No. 212, Revised 2017) supported with the documents indicated in the enclosure not later than **April 27, 2021**.

3. Attached are the qualification standards, criteria, points, and supporting documents for reference. Application documents may be submitted through the Guard on Duty or email at: **records.region8@deped.gov.ph** cc **personnel.region8@deped.gov.ph** or via courier addressed to:

The Regional Director
Department of Education
Regional Office VIII
Government Center, Candahug, Palo, Leyte 6501

4. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said positions.



5. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Enclosure: Request for Publication

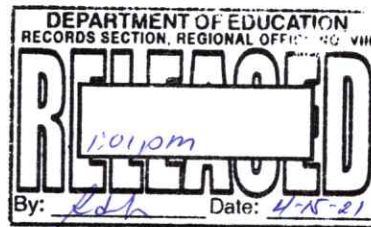
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENT

INVITATION TO APPLY

VACANT POSITIONS



AD-PS-EDR

Enclosure to Regional Memorandum No. _____, s. 2021

Qualification Standards for the Position

| Qualification Standards | | Means of Verification |
|-------------------------|---|---|
| Education | Completion of 2 years studies in college | Transcript of Records |
| Experience | None required | Not Applicable |
| Training | None required | Not Applicable |
| Eligibility | Career Service Sub-Professional (First Level Eligibility) | Civil Service Eligibility/Certificate of Rating |

**Criteria, Points, and Supporting Documents
(per DepEd Order No. 66, s. 2007)**

| CRITERIA | POINTS | SUPPORTING DOCUMENTS |
|---|-----------|---|
| A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i> | 35 | <ul style="list-style-type: none"> Individual Performance Review Commitment and Review Form (IPCRF) <ul style="list-style-type: none"> - For School Year: 2019-2020, 2018-2019, 2017-2018 - For Calendar Year: 2020, 2019, 2018 |
| B. EXPERIENCE <i>(must be relevant to the duties and functions of the position to be filled)</i> <i>Every year is given a point but not to exceed five (5) points)</i> | 5 | <ul style="list-style-type: none"> Appointment Service Record Certificate of employment Job Contract or Memorandum of Agreement Designation Orders |
| C. OUTSTANDING ACCOMPLISHMENTS <i>(Meritorious Accomplishments)</i> | 5 | |
| a. Outstanding Employee Award/Other Outstanding Accomplishments | 1 | <ul style="list-style-type: none"> Certificates/Plaques of Recognition or Appreciation (not credited in the last promotion) |
| b. Innovations | 1 | <ul style="list-style-type: none"> Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully |

| | | |
|--|---|---|
| | | <p>Implemented in the Office</p> <ul style="list-style-type: none"> • Certification signed by the Head of Office on the extent of implementation of the office |
| c. Research and Development Projects | 1 | <ul style="list-style-type: none"> • Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office • Certification from the Research Committee on the scope of the Research Locale as to where it was conducted |
| d. Publication/Authorship | 1 | <ul style="list-style-type: none"> • Copy of the book, magazine or publication where article is written with name of the author indicated; or certification of the authorities concerned |
| e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium | 1 | <ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation |
| <p>D. EDUCATION AND TRAINING</p> <p>Education</p> <ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree • Master's Degree • Complete Academic Requirements for Doctoral Degree • Doctoral Degree | <p>10</p> <p>6</p> <p>7</p> <p>9</p> <p>10</p> | <ul style="list-style-type: none"> • Transcript of Records • Certification for Completed Academic Requirements |
| Training | 10 | <ul style="list-style-type: none"> • Certificates of completion or participation |

| | | |
|--|--|--|
| Participant in a specialized training, e.g. scholarship programs, short courses, study grants. | <i>One point for every month of attendance but not to exceed ten (10) points</i> | |
| Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions. | | |
| <ul style="list-style-type: none"> • District Level • Division Level • Regional Level | <p style="text-align: center;">2 4 6</p> | |
| Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: | | |
| <ul style="list-style-type: none"> • National Level • International Level | <p style="text-align: center;">8 10</p> | |
| Chair/Co-Chair in a technical/planning committee | | |
| <ul style="list-style-type: none"> • District Level • Division Level • Regional Level • National Level • International Level | <p style="text-align: center;">2 4 6 8 10</p> | |
| E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>) | 20 | |
| <ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability | <p style="text-align: center;">4 4 4 4 4</p> | |
| F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (<i>Behavioral Event Interview and Written Examination</i>) | 15 | |
| <ul style="list-style-type: none"> • Human Relations • Decisiveness • Stress Tolerance | <p style="text-align: center;">6 5 4</p> | |
| TOTAL | 100 | |