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

September 18, 2023

REGIONAL MEMORANDUMNo. **990**, s. 2023**ANNOUNCEMENT OF VACANT POSITION 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:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Administrative Assistant I (Secretary I)	07	Human Resource Development Division

2. Interested and qualified applicants regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE), etc. are encouraged to apply and may submit **their Letter of Intent** supported with the following documents **with proper tabbing** not later than **October 10, 2023**:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C of DepEd Order 007, s. 2023*), notarized by authorized official; and

**Address:** Government Center, Candahug, Palo, Leyte**Telephone No.:** (053) 832-5738**Email Address:** region8@deped.gov.ph**Website:** <https://region8.deped.gov.ph>

- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(h) is not relevant to the position to be filled, if applicable.

3. Application documents may be submitted through the Records Section 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. Attached are the Qualification Standards, Job Summary/Key Result Areas/Duties and Responsibilities, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.

5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline set would mean a waiver of the right to be included in the evaluation/comparative assessment.

6. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

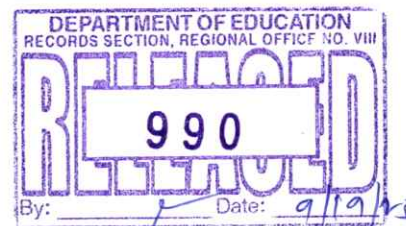
Enclosure: As stated

References: DO 007, s. 2023; DO 19, s. 2022; 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. **990**, s. 2023

QUALIFICATION STANDARDS

Administrative Assistant I (Secretary I)	
Qualification Standards	
Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Administrative Assistant I (Secretary I)		
Job Summary	Key Result Area	Duties and Responsibilities
To assist the HRD management and staff and provide administrative support in the effective and efficient operation of the Human Resource Development Division	Plots/ Schedules HRDD Activities	<ul style="list-style-type: none"> Schedules/calendars HRD activities such as L&D activities, 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.
	Record Keeping	<ul style="list-style-type: none"> Receives, records and routes documents addressed to the HRDD 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 HRDD records and documents retrievable and accessible while ensuring the safety and security of files.
	Administrative Support	<ul style="list-style-type: none"> Provides administrative support/logistics needs in the implementation of HRDD programs/projects/activities initiated by Human Resource Development Division through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment. 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 Chief and other EPS by preparing required documents/forms. Prepares PowerPoint presentation drafted by the Chief, EPS and other trainers/facilitators for use in any scheduled training/seminar-workshops. Assist in the implementation of HR services and systems such as HRIS, HR planning: search,



		competency assessment, selection and placement, succession planning and career development/management, performance management, reward and recognition system and exit and retirement program by recording and keeping accurate data, systematic records
	Secretariat/ Frontline	<ul style="list-style-type: none"> • 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 HRDD.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points	Means of Verification
	SG 1-9 (Non-General Services)	
A. Education <i>Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS</i>	5	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
B. Training <i>Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years</i>	5	Certificate/s of Training
C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS</i>	20	Certificate of Employment, Contract of Service, or duly signed Service Record



<p>D. Performance <i>Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled</i></p>	<p>20</p>	<p>Positions with no experience requirement (ADAS I-Secretary I)</p> <ul style="list-style-type: none"> - applicants shall submit the board examination or Career Service Eligibility ratings. - For honor graduates covered by PD 907, corresponding points for honors earned shall be given.
<p>E. Outstanding Accomplishments <i>Acquired after the last promotion</i></p>	<p>10</p>	<p>Awards and Recognition:</p> <p>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</p> <ul style="list-style-type: none"> a. Academic or inter-school award; or b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award. <p>Outstanding Employee Award:</p> <ul style="list-style-type: none"> a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit <p>Research and Innovation:</p> <ul style="list-style-type: none"> a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether



		<p>published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <ol style="list-style-type: none"> Issuance of Memorandum showing the membership in NTWG or Committee Certificate of Participation or Attendance; and Output/Adoption by the organization/ DepEd <p>Resource Speakership/ Learning Facilitation</p> <ol style="list-style-type: none"> Issuance/Memorandum/Invitation/Training Matrix; Certificate of Recognition/merit/Commendation/Appreciation; and Slide deck/s used and/or Session guide/s <p>NEAP Accredited Learning Facilitator</p> <ol style="list-style-type: none"> Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office
<p>F. Application of Education <i>Acquired after the last promotion</i></p>	<p>10</p>	<p><i>For positions with no experience requirement (ADAS I -Secretary I)</i></p> <p>- applicants shall submit the General Weighted Average (GWA) in the highest academic/grade level earned as Evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from CHED or other certifications.</p>



<p>G. Application of Learning & Development <i>Acquired after the last promotion</i></p>	<p>10</p>	<p>a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required; b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.</p>
<p>H. Potential (Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test) <i>Measure using other evaluative assessments</i></p>	<p>20</p>	<p>HRMPSB Ratings</p>
<p>TOTAL</p>	<p>100</p>	



CHECKLIST OF REQUIREMENTS

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

	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 completed)</i>	Remarks
a.	Letter of intent addressed to the Head of Office or 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 deadline of submission, 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, such as but not limited to: 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", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (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.

