



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 14, 2021

DIVISION ADVISORY
No. 09 , s. 2021

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
VACANT POSITIONS AT THE REGIONAL OFFICE VI**

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Heads of Secondary Schools
All Others Concerned

1. Attached is a copy of the Regional Memorandum No. 203, s. 2021 regarding the recruitment and selection of applicants for vacant positions at the Regional Office VI, which is self-explanatory.
2. Immediate and wide dissemination of this advisory is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



PYM/mtb



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS

MAY 07 2021

REGIONAL MEMORANDUM

No. 203 s. 2021

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

TO: Schools Division Superintendents
 Chiefs of Functional Divisions
 All Others Concerned

1. This Office announces the recruitment and selection of applicants for the following positions:

Position	No. of Positions	Office Assignment
Senior Education Program Specialist	1	Human Resource Development Division
Education Program Specialist II	2	Human Resource Development Division
Administrative Aide IV (Driver)	1	Office of the Regional Director
Administrative Aide VI	5	Administrative Division
Administrative Assistant I	1	Policy Planning & Research Division
Accountant II	1	Finance Division
Accountant I	1	Finance Division
Administrative Assistant I	1	Office of the Regional Director
Administrative Officer I (Supply Officer I)	1	Administrative Division
Administrative Officer V (Cashier III)	1	Administrative Division
TOTAL	15	

2. The qualification standards of the said positions are as follows:

Position	Education	Experience	Training	Eligibility
Senior Education Program Specialist OSEC-DECSB-SREPS-420001-2020	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Education program Specialist II OSEC-DECSB-EPS2-420002-2020 OSEC-DECSB-EPS2-420007-1998	Bachelor's Degree in Education or its equivalent	2 years experience in education research, development, implementation	4 hours of relevant training	RA 1080 (PBET/LET) Career Service (Professional) Appropriate Eligibility for



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-OM3-009	May 7, 2021	





Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS

		or other relevant experience		Second Level Position
Administrative Aide IV (Driver) OSEC-DECSB-ADA4-420113-2004	At least College level	None required	None required	Professional Driver's License Holder
Administrative Aide VI OSEC-DECSB-ADA6-420082-2004 OSEC-DECSB-ADA6-420089-2004 OSEC-DECSB-ADA6-420088-2004 OSEC-DECSB-ADA6-420080-2004 OSEC-DECSB-ADA6-420081-2004	Completion of 2 years studies in college	No required experience	No required experience	Career Service (sub-Professional) First Level Eligibility
Administrative Assistant I OSEC-DECSB-ADAS 1-420096-2014	At least 2 years college level	No required experience	No required training	Career Service Professional (first Level Eligibility)
Administrative Assistant I OSEC-DECSB-ADAS 1-420090-2014	Completion of two year studies in college	None required	None required	Career Sub Professional (first Level Eligibility)
Accountant II OSEC-DECSB-A2-420013-1998	Bachelor's degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours of relevant training	RA 1080 (CPA)
Accountant I OSEC-DECSB-A1-420101-2014	Bachelor's Degree	None required	None required	RA 1080 (CPA)
Administrative Officer I (Supply Officer I) OSEC-DECSB-ADOF1-420081-2004	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Officer V (Cashier III) OSE-DECSB-ADOF5-420054-2004	Bachelor's Degree relevant to the job	2 years relevant experience	8 hours of relevant training	Career Service Professional (2 nd Level Eligibility)



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-OM3-009	May 7, 2021	





Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

3. Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter in the drop box at the lobby of the Administrative Division, DepEd, Regional Office 6, Duran Street, Iloilo City, specifying their desired position and office where the vacancy exists or send through on-line due to Community Quarantine and Health Protocols caused by COVID-19, the following documents in **three (3) copies one (1) original and two (2) photocopies** properly labelled, with dog ear, per criterion:

1. Application letter
2. CSC Form 212 (Personal Data Sheet) must be computerized
3. Transcript of Records (graduate and undergraduate) authenticated by CHED
4. Service Record/Certificate of Employment specifying the **Nature of Work**
5. Other Designations (with specific duties and responsibilities), if any
6. Position Description Form for regular employees and from other Government Agencies
7. Certificate of Eligibility
8. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees)
9. Certificate of Trainings after the recent promotion/appointment
10. Outstanding Accomplishment after the recent promotion/appointment
11. Required documents for evaluation as stipulated in DepED Order No. 66 s. 2007 (See attached Criteria for Evaluation)
12. Omnibus sworn statement

4. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule	Participants
Filing of application letter with complete supporting documents	Records Section	May 17, 2021	
Evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS)	HRM Office	May 18, 2021	
Submission of List of Qualified Applicants to HRMPSB and Deliberation	Office of the Assistant Regional Director	May 19-21, 2021	
Interview of applicants	Office of the Assistant Regional Director	May 24, 2021	
Communication, Computer Skills Test and other Test	ICT Office	May 25, 2021	Only the Top 3 Applicants
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director	May 26, 2021	
Submission to the Office of the Regional Director for approval of Evaluation Results	Office of the Regional Director	May 27, 2021	



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-OM3-009	May 7, 2021	





Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

Posting of Results	Bulletin Board (3 conspicuous places)	May 28, 2021	
--------------------	---	--------------	--

5. The applicants are reminded of the following:
1. Late documents shall not be evaluated; and
 2. No retrieval of folders will be allowed once stamped "Received" by the office.
6. Wide dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Regional Director

References: None
Inclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

HIRING RECRUITMENT AND SELECTION



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-OM3-009	May 7, 2021	





Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS

"Annex A"

Enclosure to DepED Order No. 66 s. 2007

Page 1 of 2

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		LEVEL 1	LEVEL 2
A. Performance Rating	35	35	30
<i>Performance rating for the 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>. Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>. Master's Degree</i>	15	7	10
<i>. Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>. Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participants in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participants in three (3) training or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>District Level</i>	1	2	2
<i>Division Level</i>	2	4	4
<i>Regional Level</i>	3	6	6
<i>Participants in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>National Level</i>	4	8	8
<i>International Level</i>	5	10	10



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-OM3-009	April 7, 2021	





Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

"Annex A"
Enclosure to DepED Order No. 66 s. 2007
Page 2 of 2

<i>Chair/Co-Chair in a technical/planning committee</i>	1	2	2
<i>District Level</i>	2	4	4
<i>Division Level</i>	3	6	6
<i>Regional Level</i>	4	8	8
<i>National Level</i>	5	10	10
<i>International Level</i>			
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgement</i>	1	4	2
5. <i>Leadership</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Miscellaneous	DepEDRO6-ADM-PS-OM3-009	April 7, 2021	

