



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

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September 6, 2021

**DIVISION MEMORANDUM**  
**No. 339, s. 2021**

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITION**

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

1. Attached is a copy of Regional Memorandum No. 540 s. 2021 titled "**Recruitment and Selection of Applicants for Vacant Position**".
2. Immediate dissemination of this Memorandum is desired.

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

PYM/mtb



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

SEP 03 2021

**REGIONAL MEMORANDUM**

No. 540 s. 2021

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITION**

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

1. This Office announces the recruitment and selection of applicants for the position stated below:

| Position                               | No. of Positions | Office Assignment       |
|--|------------------|-------------------------|
| Administrative Officer V (Cashier III) | 1                | Administrative Division |
| <b>TOTAL</b>                           | <b>1</b>         |                         |

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

| Position   | Education                             | Experience                  | Training                     | Eligibility   |
|--|---------------------------------------|-----------------------------|------------------------------|---|
| Administrative Officer V (Cashier III)<br>OSEC-DECSB-ADOF5-420054-2004 | Bachelor's Degree relevant to the job | 2 years relevant experience | 8 hours of relevant training | Career Service Professional (2 <sup>nd</sup> Level Eligibility) |

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);



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| Document Name | Document No.            | Date Created      | Revision Number |
|---------------|-------------------------|-------------------|-----------------|
| Miscellaneous | DepEDRO6-ADM-PS-OM3-009 | September 3, 2021 |                 |





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9. Certificate of Trainings after the last promotion/appointment;
  10. Outstanding Accomplishment after the recent promotion/appointment;
  11. Required documents for evaluation as stipulated in DepED Order No. 66 s. 2007; and
  12. Omnibus Sworn Certification of the applicant stating that all documents are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.
4. Applicants who were previously evaluated may reapply and submit additional documents if necessary to update their pertinent documents.
  5. 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                           | September 3-13, 2021 |              |
| Evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS)    | HRM Office                                | September 14, 2021   |              |
| Submission of List of Qualified Applicants to HRMPSB and Deliberation                | Office of the Assistant Regional Director | September 14, 2021   |              |
| Interview of applicants  | Office of the Assistant Regional Director | September 15, 2021   |              |
| Communication, Computer Skills Test and other Test                                   | ICT Office                                | September 15, 2021   |              |
| HRMPSB Deliberation and Finalization of Evaluation Results                           | Office of the Assistant Regional Director | September 16, 2021   |              |
| Submission to the Office of the Regional Director for approval of Evaluation Results | Office of the Regional Director           | September 17, 2021   |              |
| Posting of Results   | Bulletin Board (3 conspicuous places)     | September 17, 2021   |              |



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6. 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.
  
7. Immediate 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



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“Annex A”

Enclosure to DepED Order No. 66 s. 2007

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**SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION**

| CRITERIA  | TEACHING AND RELATED TEACHING  | NON-TEACHING GROUP   |  |
|---|--|--|--|
|   |  | LEVEL 1  | LEVEL 2  |
| <b>A. Performance Rating</b>  | <b>35</b>  | <b>35</b>  | <b>30</b>  |
| <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>B. Experience</b>  | <b>5</b>   | <b>5</b>   | <b>10</b>  |
| <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>                |
| <b>C. Outstanding Accomplishments</b>   | <b>20</b>  | <b>5</b>   | <b>20</b>  |
| <i>a. Outstanding Employee Award</i>  | 4  | 1  | 4  |
| <i>b. Innovations</i>   | 4  | 1  | 4  |
| <i>c. Research &amp; 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  |
| <b>D. Education</b>   | <b>25</b>  | <b>10</b>  | <b>15</b>  |
| <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   |
| <b>Training</b>   | <b>5</b>   | <b>10</b>  | <b>10</b>  |
| <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> |



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“Annex A”  
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|  |            |            |            |
|--|------------|------------|------------|
| <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         |
| <i>Chair/Co-Chair in a technical/planning committee</i>  |            |            |            |
| <i>District Level</i>  | 1          | 2          | 2          |
| <i>Division Level</i>  | 2          | 4          | 4          |
| <i>Regional Level</i>  | 3          | 6          | 6          |
| <i>National Level</i>  | 4          | 8          | 8          |
| <i>International Level</i>   | 5          | 10         | 10         |
| <b>E. Potential</b>  | <b>5</b>   | <b>20</b>  | <b>10</b>  |
| 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          |
| <b>F. Psycho-social attributes</b>   | <b>5</b>   | <b>15</b>  | <b>5</b>   |
| a. <i>Human Relations</i>  | 2          | 6          | 2          |
| b. <i>Decisiveness</i>   | 2          | 5          | 2          |
| c. <i>Stress Tolerance</i>   | 1          | 4          | 1          |
| <b>TOTAL</b>   | <b>100</b> | <b>100</b> | <b>100</b> |



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