



Republika ng Pilipinad
Kagawaran ng Edukasyon
 REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

October 1, 2024

DIVISION MEMORANDUM
 No. 411 s. 2024

ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
 CID & SGOD Chief and Personnel
 OSDS Unit Heads and Personnel
 Elementary & Secondary School Heads
 All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for non-teaching positions from **October 1, 2024** until **October 11, 2024**.

2. The vacancies are the following:

Position Title	Office/Assignment	No. of Vacancy
Accountant I	Caramoran Rural Development High School	1
	Pandan School of Arts & Trades	1
	Catanduanes National High School	1
Nurse II	Senior High School	1
Medical Officer III	School Governance & Operations Division	1
Administrative Aide VI	Office of the Schools Division Superintendent - Records Section	1
	Office of the Schools Division Superintendent - Personnel Section	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/NTOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office-Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color orange folder. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering 1 year performance prior to the assessment (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) - download @ bit.ly/Annex C
OTHER DOCUMENTS	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office




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Job Description - Ver. 2

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Aide VI (Records)	Salary Grade:	6
Parentetical Title	Data Entry Machine Operator	Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit	Office/Bureau/Service	
Reports to	Administrative Officer IV (Records)	Effectivity Date	
Positions Supervised	None	Page/s	
JOB SUMMARY			
To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
Records Management System	<ul style="list-style-type: none"> Receive, record and file documents according to the recommended filing system.

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Job Description - Ver. 2

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed. Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document
Receiving and Releasing	<ul style="list-style-type: none"> Receive and record all documents brought to the records office. Release, routes or files non-routine critical documents as classified by the Records Officer.
Documents Authentication, Verification and Certifications	<ul style="list-style-type: none"> Assist Records Officer in document authentication and verification following protocol for such. Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer. Prepares certifications for the signature of the appropriate management level.
Reporting	<ul style="list-style-type: none"> Gather data and information required in the preparation of annual and other administrative reports. Implement process for conducting and annual inventory of records and submit findings to Records Officer.
Technical Assistance	<ul style="list-style-type: none"> Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers. Assist Records Officer gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers



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 Department of Education	JOB DESCRIPTION	JB No. _____	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade:	6
Parenthetical Title		Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- Personnel	Office/Bureau/Service	
Reports to	Administrative Officer IV- Personnel	Effectivity Date	
Positions Supervised	None	Page/s	
JOB SUMMARY			
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
RECRUITMENT, SELECTION AND DOCUMENTATION	<ul style="list-style-type: none"> Prepare lists of vacancies for publication pursuant to CSC rules and regulations Provide job description of vacant positions with specific qualifications required by the requesting unit

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Job Description - Ver. 2

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Gather and file applications received using systematic indexing and file documents submitted by applicants Prepares appointments papers of selected applicants Validate PRC license for appointment via PRC online and send official communication in case said licence can't be viewed online Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)
PERSONNEL ACTIONS	<ul style="list-style-type: none"> Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel. Prepare list of teachers qualified to be reclassified base on approved ERFs Prepare notice of promotion and appointment as instructed. Prepare drafts of special orders for signature of management Keeps records of GSIS -ARA for future reference. Prepares RAI for submission to CSC upon approval of management. Record and files all issuances on salary schedules and other employees benefits
SALARY ADMINISTRATION AND PERSONNEL RECORDS	<ul style="list-style-type: none"> Gathers and collates payroll files from district offices to be forwarded to RPSU Records and files attendance of officers and employee Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed. Process, Prepares and releases Special order of Leave and Re-statement of leave application
BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> Receive and record on leave card, application for monetization of leave credits Receive application for leave (sick, vacation, scholarships and training) and records for processing. Receive, process and update leave credits of employees and vacation service credits of teachers Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions Receive and process loan applications for DepEd Provident Fund Program
PERSONNEL INFORMATION SYSTEM	<ul style="list-style-type: none"> Receive and accept application for upgrading and reclassification of positions Keep a complete and updated information of all officials and employees and relevant records in their 201 files Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files

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Job Description - Ver. 2

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">• Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel• Records and releases documents after personnel action• Prepare certificate of employment• Collate and file performance ratings• Tabulate and print performance rating of all employees for PBB and PIB

