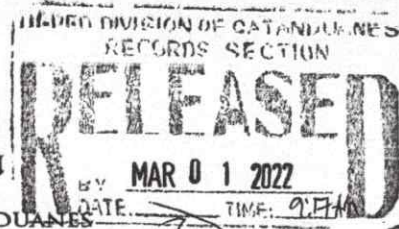


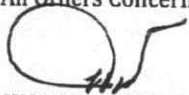


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MEMORANDUM
 OSDS-UM-03-01-22/MBL

TO : Chiefs, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads/TICs
 Human Resource Merit Promotion & Selection Board
 All Others Concerned

FROM : 
SUSAN S. COLLANO
 Schools Division Superintendent

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : March 1, 2022

This is to announce the vacancies in the Schools Division Office of Catanduanes for the following positions. All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in DepEd Order No. 66, s. 2007.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Administrative Assistant III	9	20,402.00	Office of the Schools Division Superintendent
Administrative Assistant II	8	18,998.00	Senior High School
Administrative Aide VI	6	16,877.00	Office of the Schools Division Superintendent

Criteria	Points
	Non-Teaching Position (Level 1)
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	5
Education	10
Training	10
Potential	20
Psychosocial Attributes & Personality Traits	15

The qualification standards for said position are as follows: (Reference: CSC MC No. 10, s. 2005)

Position	Education	Experience	Training	Eligibility
Administrative Assistant III	Completion of two-year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility



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Administrative Assistant II	Completion of two-year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI	Completion of two-year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

This upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall submit document in one (1) folder (with tabbing, following the arrangement of the requirements as listed below) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5:00 pm of **MARCH 14, 2022**. Online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before 5PM of **MARCH 14, 2022**.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at bit.ly/OmnibusCOAV
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of previous appointment and/or Certificate of Employment (for private employees)
7. Certificate of In-Service Trainings/Seminars*
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of Designation in a form of an Office Memo/Order (government employees);
10. Performance Rating for the last three (3) rating periods (1 rating period is equivalent to 1 year)
11. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - b. Innovation
 - i. with permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)
 - c. Research & Development Projects
 - i. with permit to conduct research from appropriate office
 - ii. Copy of Research
 - iii. Report on outcome of research (if available)
 - d. Publication/Authorship
 - i. copy of the publication itself
 - ii. certification from the publisher
 - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
 - i. Letter of invitation/memorandum/program of activities
 - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any*
14. Other documents relevant to the position applied for

*In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

Please be advised accordingly.





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POSITION TITLE	DUTIES AND RESPONSIBILITIES
ADMINISTRATIVE AIDE VI	<p>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</p> <p>RECRUITMENT, SELECTION AND DOCUMENTATION</p> <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• 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 license can't be viewed online• Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC) <p>PERSONNEL ACTIONS</p> <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 <p>SALARY ADMINISTRATION AND PERSONNEL RECORDS</p> <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





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	<p>BENEFITS ADMINISTRATION</p> <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 <p>PERSONNEL INFORMATION SYSTEM</p> <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• 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
<p>ADMINISTRATIVE ASSISTANT II</p>	<ul style="list-style-type: none">• Provides administrative and clerical support to his/her supervisor;• May be designated to assist either the Principal/School Head or any of the Assistant Principals;• May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and• Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.
<p>ADMINISTRATIVE ASSISTANT III</p>	<p>SALARY ADMINISTRATION AND PAYROLL PROCESSING</p> <ul style="list-style-type: none">• Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims• Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits.• Compute necessary deduction for inclusion in the monthly payroll.





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- Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increment (NOSI) and/or Notice of Salary Adjustment (NOSA)
- Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.
- Handle the administration of the Biometric system
- Keep abreast with company policies and tax legislations that impact on remuneration
- Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Division/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer-In-Charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.

PAYROLL-RELATED SERVICES

As designated Electronic File Remittance (ERF) Handler

- Receive, on behalf of their agency, the following documents from GSIS:
 - Billing file for the due month;
 - Monthly reconciliation billing issues (RBIs); and
 - Notices of deficiency
- Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments of GSIS.
- Prepare the monthly remittance file using the following as inputs:
 - Billing file for the due month;
 - Notices to deduct received;
 - Data on their employees with increments or promotion that will take effect on the particular due month; and
 - List of employees from the agency who retired, separated, resigned or transferred to other agencies.
- Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partnership numbers of the employees are correct and complete.
- Accomplish the proper membership updating form for the for employees in their agencies.
- Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid;





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Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and

- Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.

