



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 12, 2024

REGION MEMORANDUM  
AD-2024-010

**SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED POSITION  
OF ADMINISTRATIVE AIDE VI FOR ADMINISTRATIVE DIVISION – PAYROLL  
SERVICES UNIT**

To: Schools Division Superintendents  
Regional Office and Division HRMPSB

1. This is to announce the vacancy for **one (1) Administrative Aide VI for Administrative Division – Payroll Services Unit** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City.
2. Important details and timelines regarding the vacancy such as but not limited to qualification standards, duties and responsibilities, and application document requirements are enclosed in the **Notice of Vacancy** for guidance of interested applicants.
3. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

<b>Date and Time</b>	<b>Activity</b>	<b>Person Responsible</b>
<b>March 01, 2024</b> <b>09:00 a.m.</b>	<b>Online Orientation on the submission of Documents</b>  <b>ADA VI</b>	<b>HRMPSB Secretariat</b>
<b>March 06, 2024</b> <b>09:00 a.m.</b>	<b>Initial Screening/Deliberation of Documents (Face-to-Face)</b>  <b>ADA VI</b>	<b>HRMPSB</b>
<b>March 12, 2024</b> <b>09:00 a.m.</b>	<b>Written Examination and Skills Test (Face-to-Face)</b>  <b>ADA VI</b>	<b>HRMPSB Secretariat</b>





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account. **Potential** assignment of points shall be accomplished by the HRMPSB members during the job interview.

9. **The process, selection criteria and point system to be utilized shall adhere to DO No. 007, s. 2023 specifically on the computation of points for Non-Teaching Group Level I.**

10. Applicants shall be informed of the result of the initial evaluation through official communication channels via email or SMS.

11. **See the following enclosures for details.**

Enclosure 1: Notice of Vacancy for Administrative Aide VI (AD-PSU)

Enclosure 2: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference

12. Meals relative to the conduct of the activity shall be charged from the Regional MOOE Fund subject to the usual accounting and auditing rules and regulations.

13. For any inquiries, contact **Emerin B. Astillero, Administrative Officer V at 0965-326-5725.**

14. Wide dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
*Director IV*

*Enc.: Notice of Vacancy/ Checklist of Requirements and Omnibus Sworn Statement*

*Reference: DepEd Order No. 007, s. 2023*

*Allotment: N o n e*

*To be indicated in the Perpetual Index under the subject:*

*HUMAN RESOURCE                      PERSONNEL*

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*EBA/AD-P/RM/SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILED POSITION OF ADMINISTRATIVE AIDE VI FOR ADMINISTRATIVE DIVISION – PAYROLL SERVICES UNIT/004/February 12, 2024*



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal

**Telephone Nos.:** (083) 2288825/ (083) 2281893

**Email Address:** region12@deped.gov.ph

**Website:** depedroxii.org



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Enclosure 1 to Region Memorandum AD-2024-010

**NOTICE OF VACANCY**  
**February 21, 2024**

Position/Salary Grade	Administrative Aide VI (Data Controller I)/06
Monthly Salary	Php17,533.00
No. of Position/ Place of Assignment	1/Payroll Services Unit, Administrative Division, DepEd SOCCSKSARGEN RO
<b>Qualifications</b>	
Education	Completion of 2 years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Subprofessional) First Level Eligibility

Duties and Responsibilities of an **Administrative Aide VI (Data Controller I)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Salary Computation	<ol style="list-style-type: none"> <li>1. Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating.</li> <li>2. Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments</li> <li>3. Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability.</li> <li>4. Prepare payroll remittance advice</li> <li>5. Prepare pay slips on the final payroll pre-audited by Accounting and forward to Cashier for distribution.</li> <li>6. Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc. Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed</li> </ol>

**The DepEd SOCCKSARGEN Regional Office highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.**



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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **March 04, 2024**.

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating<sup>2</sup>, 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 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;
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. 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 200) is not relevant to the position to be filled, if applicable.

**Qualified Applicants** are advised to hand-in or send through courier/email their application to:

**CARLITO D. ROCAFORT**

*Director IV*

DepEd RO XII, Carpenter Hill, City of Koronadal

[hrmps.region12@depd.gov.ph](mailto:hrmps.region12@depd.gov.ph)



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The Personnel Section will be **accepting application of interested and qualified applicants** for evaluation of documents.

**Please refer to DepEd Order No. 007, s. 2023, “Guidelines on Recruitment, Selection and Appointment” for the criteria and number of points assigned to each criterion for Non-Teaching Positions” Group Level I.**

  
**CARLITO D. ROCAFORT**  
Director IV

**Note: Only applicant/s with complete requirements shall be entertained.**



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