



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

February 26, 2024

REGION MEMORANDUM  
AD-2024-013

**SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED  
POSITION OF ADMINISTRATIVE ASSISTANT I OF CURRICULUM AND  
LEARNING MANAGEMENT DIVISION (CLMD)**

To: Schools Division Superintendents  
Regional Office and Division HRMPSB

1. This region announces the vacancy for **one (1) Administrative Assistant I for Curriculum and Learning Management Division** 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 11, 2024 09:00am</b>	<b>Online Orientation on the submission of Documents</b>  <b>ADAS I</b>	<b>HRMPSB Secretariat</b>
<b>March 18, 2024 01:00pm</b>	<b>Initial Screening/Deliberation of Documents (Face-to-Face)</b>  <b>ADAS I</b>	<b>HRMPSB</b>
<b>March 20, 2024 02:00pm</b>	<b>Written Examination and Skills Test (Face-to-Face)</b>  <b>ADAS I</b>	<b>HRMPSB Secretariat</b>



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

<b>March 25, 2024</b>	<b>Online Behavioral Event Interview And Open Ranking System</b>	
	<b>ADAS I</b>	
<b>08:40am – 09:00am</b>	<b>Setting-up/ Briefing/Orientation for the Applicants</b>	<b>HRMPSB Secretariat</b>
<b>09:00am – 11:20am (15-20 minutes per applicant)</b>	<b>Interview Proper ADAS I</b>	<b>HRMPSB</b>
<b>11:25am – 12:00nn</b>	<b>Consolidation of Assessment and Final Deliberation</b>	<b>HRMPSB</b>

4. Applicants are required to submit **ONLY** the certificates of trainings not used during the last promotion. In such case, **no points** shall be given.

5. It is reiterated that **applicants who failed to submit complete mandatory documents**, particularly **items a. to j.** contained in the **Notice of Vacancy (NOV) – Enclosure A** on the set deadline shall not be included in the pool of official applicants.

6. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to **Application of Education and Application of Learning and Development** reckoned from the date of the last issuance of appointment, may be allowed to be submitted in hard copies upon request of the HRMPSB during the initial deliberation/screening of documents for purposes of verification.

7. An **online Behavioral Event Interview (BEI)** shall be conducted using MS Teams. The committee still adopts the same process with that of the face-to-face interview. Likewise, the ICTU is tasked to maintain the stability of the internet connectivity during the online interview.

8. The **HRMPSB secretariat** shall send the link for the profile of applicants and the comparative assessment template for the initial deliberation through DepEd email account. **Potential** assignment of points shall be accomplished by the HRMPSB members during the job interview.



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

---

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 A: Notice of Vacancy for Administrative Assistant I (CLMD)  
Enclosure B: 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 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: None*

*To be indicated in the Perpetual Index under the subject:  
Human Resource                      AD-Personnel/HRMPSB*

---

*EBA/AD-P/RM/SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED POSITION OF ADMINISTRATIVE ASSISTANT I AT CURRICULUM AND LEARNING MANAGEMENT DIVISION (CLMD)/005/February 26, 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



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

Enclosure A to Region Memorandum AD-2024-013

**NOTICE OF VACANCY**  
**March 1, 2024**

Position/Salary Grade	Administrative Assistant I (Secretary I) / 07
Monthly Salary	Php18,620.00
No. of Position/ Place of Assignment	1 / Curriculum Learning and Management Division, DepEd SOCCSKSARGEN RO
<b>Qualifications</b>	
Education	Completion of 2 years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Sub professional) Fist Level Eligibility

Duties and Responsibilities of an **Administrative Assistant I (Secretary I)**

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>Plots/schedules CLMD activities</b>	<ul style="list-style-type: none"><li>Schedules/calendars CLMD activities such as training and workshops,</li><li>meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</li></ul>
<b>Records Management</b>	<ul style="list-style-type: none"><li>Receives, records and routes documents addressed to the CLMD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents</li><li>Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li><li>Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.</li></ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"><li>Prepares or encodes into electronic format word documents and other presentation materials</li><li>Provides assistance and administrative support to training and conferences as assigned.</li><li>Coordinates preparation of documents needed in the operations of CLMD</li><li>Ensure security of office equipment and availability of office supplies</li></ul>
<b>Secretariat/Frontline</b>	<ul style="list-style-type: none"><li>Receives and routes incoming calls to or logs information and notifies the concerned party</li><li>Greets and entertains office visitors and responds to their needs</li><li>Logs concerns brought to the office and follow through on inquiries</li><li>Coordinates travel bookings of CLMD staff based on instructions and gives feedback on status of bookings.</li><li>Coordinates meetings and appointment with external parties ( dates and venue, meals arranged as needed) and confirms such to all concerned</li></ul>

**The DepEd SOCCKSARGEN Regional Office highly encourages the application of all interested and qualified applicants irrespective of sexual orientation and gender**



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telephone Nos.:** (083) 2288825/ (083) 2281893  
**Email Address:** region12@depd.gov.ph  
**Website:** depedroxii.org



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

---

**identities, including persons with disability (PWD), and members of indigenous communities.**

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 13, 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@deped.gov.ph](mailto:hrmps.region12@deped.gov.ph)

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



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

---

Please refer to DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for the criteria and number of points assigned to each criterion.

  
**CARLITO D. ROCAFORT**  
Director IV

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