



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 13, 2024

REGION MEMORANDUM
AD-2024-027

**SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED
POSITION OF ADMINISTRATIVE AIDE IV (AD-GSU) AND
MAINTENANCE STAFF UNDER CONTRACT OF
SERVICE (NEAP RXII)**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. Be informed of the vacancy for **one (1) Administrative Aide IV (Clerk II) for Administrative Division – General Services Unit** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City and **one (1) Maintenance Staff (Contract of Service)** at the National Educators Academy of the Philippines (NEAP RXII) at Quirino Avenue, General Santos City.
2. Important details and timelines of the vacancies 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. Applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

Date and Time	Activity	Person Responsible
June 26, 2024 02:00pm	Online Orientation on the submission of Documents ADA IV/MS (NEAP RXII)	HRMPSB Secretariat
July 04, 2024 09:00am	Initial Screening/Deliberation of Documents (Face-to-Face) ADA IV/MS	HRMPSB
July 09, 2024 02:00pm	Written Examination and Skills Test (Face-to-Face) ADA IV	HRMPSB Secretariat



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July 11, 2024	Online Behavioral Event Interview And Open Ranking System	
	ADA IV/MS	
08:00am – 08:15am	Setting-up/ Briefing/Orientation for the Applicants	HRMPSB Secretariat
08:20am – 11:20am (15-20 minutes per applicant)	Interview Proper ADA IV	HRMPSB
11:25am – 12:00nn	Consolidation of Assessment	HRMPSB
12:01nn – 01:00pm	LUNCH	
01:01pm – 04:00pm (15-20 minutes per applicant)	Continuation Interview Proper MS	HRMPSB
04:01pm – 05:00pm	Consolidation of Assessment and Final Deliberation	HRMPSB

4. Applicants for the permanent position 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 submit, subject to submission of the 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.



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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.
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 Aide IV (AD-GSU)
 - Enclosure B: Notice of Vacancy for Maintenance Staff (COS)
 - Enclosure C: 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, please 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

EBA/AD-P/RM/SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED POSITION OF ADMINISTRATIVE AIDE IV (AD-GSU) AND MAINTENANCE STAFF UNDER CONTRACT OF SERVICE (NEAP RXII)/013/June 13, 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 A to Region Memorandum AD-2024-027

NOTICE OF VACANCY
June 19, 2024

Position/Salary Grade	Administrative Aide IV (Clerk II)/04
Monthly Salary	Php 15,586.00
No. of Position/ Place of Assignment	1/General Services Unit, Administrative Division, DepEd SOCCSKSARGEN Regional Office
Qualifications	
Education	Completion of 2 years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Sub professional) First Level Eligibility

Duties and Responsibilities of an **Administrative Aide IV (Clerk II)**

MESSENGERIAL and PHOTOCOPYING

- 1 Bring memos and documents to offices as assigned by the office Administrative Assistant.
- 2 Photocopy and collate documents as needed

MAINTENANCE OF RO GROUNDS and FACILITIES

1. Conduct daily ground and landscape maintenance inspection using an inspection checklist and submit such to AA III.
2. Conduct daily office, building and facilities maintenance inspection checklist accomplished.
3. Collect data on utilities usage monthly and submit to AA III for analysis.

DRIVING

1. Drive the service vehicle to destinations as directed by Chief AO/ AO I

VEHICLE MAINTENANCE

1. Keep the service vehicle in good condition and performs trouble shooting and maintenance activities as needed.
2. Recommend repair or replacement of damaged parts to AO IV and follow up to ensure vehicle serviceability at all times.
3. Prepare/encode fuel and oil consumption and distance traveled and submits report to AO IV.

RECORDING

1. Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant.
2. Record and release documents for other offices as instructed by the Administrative Assistant

COMMUNICATION

1. Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff.



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Enclosure B to Region Memorandum AD-2024-027

NOTICE OF VACANCY
June 19, 2024

Position/Salary Grade	Maintenance Staff (Contract of Service)
Monthly Salary	Php 580.00/per Day
No. of Position/Place of Assignment	1/National Educators Academy of the Philippines RXII, Quirino Avenue, General Santos City
Qualifications	
Education	At least Senior High School Graduate, High School Diploma or its equivalent Good in communication, interpersonal and organizational skills
Experience	Experience in using hand and electrical tools, with Basic knowledge on Heating Ventilation, Air-conditioning (HVAC), plumbing and electrical systems, Ability to read technical manuals and drawings
Training	Successful completion of National Certification/s
Eligibility	None Required

Duties and Responsibilities of **Maintenance Staff**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Management of General Services	<ol style="list-style-type: none">1. Perform cleaning activities such as dusting, mopping etc.2. Perform minor fixes such as repairing broken locks, filling gaps on walls etc.3. Check control panels and electrical wiring to identify issues4. Install appliances and equipment5. Do garden/yard upkeep by mowing lawn, collecting trash etc.6. Conduct maintenance tasks such as replacing light bulbs7. Inspect and troubleshoot equipment and systems (e.g. ventilation)8. Check functionality of safety systems (e.g. fire alarm)9. Collaborate with workers and other professionals during renovations10. Report to a facilities or maintenance manager for issues11. Does other related tasks

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.

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 **July 01, 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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- 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/Rating², 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
hrmpsb.region12@deped.gov.ph

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 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.