



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

January 4, 2022

DIVISION MEMORANDUM

No. 604, s. 2022

SCREENING, EVALUATION AND SELECTION OF APPLICANTS FOR SENIOR EDUCATION PROGRAM SPECIALIST (SEPS) AND ADMINISTRATIVE ASSISTANT II (ADAS II) POSITIONS

To: Human Resource Management Personnel Selection Board
Education Program Supervisors
Section/Unit Heads
PSDSs/PICs
Elementary and Secondary School Heads
Applicants
All Others Concerned

1. This Office hereby announces the acceptance, screening and evaluation of application for the following vacant positions, to wit:

- 1.1. (1) Senior Education Program Specialist (SEPS)**
- 1.2. (25) Administrative Assistant II (ADAS II)**

2. This Schools Division provides equal opportunity for employment/promotion among applicants/personnel to include differently abled persons or PWDs; hence, they are encouraged to apply provided the following Qualification Standards are met:

| Position Title | SG | Education | Experience | Training | Eligibility |
|---|----|--|--|------------------------------|--|
| Senior Education Program Specialist (SEPS) | 19 | Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job | 2 years experience in education, research, development, implementation, or other relevant experience | 8 hours of relevant training | RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position |
| Administrative Assistant II (ADAS II) | 8 | Completion of at least 2 years studies in college | 1 year relevant experience | 4 hours relevant training | Career Service (subprofessional/First Level Eligibility) |



3. ADAS II Applicants who are in the Division Registry of Qualified Applicants dated October 12, 2021 who wish to apply for the said position may submit a letter of retention of their rating or additional documents for updating in order to be included in the RQA for 2022.

4. Interested applicants shall submit two (2) copies of the documentary requirements original/authenticated and 1 photocopy from the original documents to the Division Human Resource Management Secretariat, arranged as follows:

- a. Application letter addressed to the Office of the Schools Division Superintendent, stating the desired position;
- b. CSC Form 212 (revised 2017) properly and completely filled out with latest passport size ID picture;
- c. Authenticated Board Rating/Certificate of Eligibility;
- d. Authenticated Transcript of Records;
- e. Service Records/Certificate of Employment/Special Order of Assignment;
- f. Performance Ratings for the last three (3) rating periods, if available;
- g. Certificates of Trainings attended relevant to the position being applied/certificate of specialized trainings;
- h. Certificates and other relevant documents for claims of outstanding accomplishments.

5. The schedule of the selection process is enumerated as follows:


| Activities | Dates |
|---|---------------------|
| Submission and Acceptance of Application at the Division Human Resource and Management Office, attention HRMO Secretariat | January 19, 2022 |
| Interview of Applicants | January 24-26, 2022 |
| Finalization and Posting of Rank List | January 28, 2022 |

6. Interview, deliberation, and evaluation of documents shall be an OPEN RANKING SYSTEM and ONE STOP RANKING for purpose of transparency and incomplete/late submission of application requirements/documents shall not be accepted.

7. The initial results are subject to review by the Division Human Resource Management Personnel Selection Board (HRMPSB) prior to the determination of final rating/points for posting.

8. Shortlisted applicants shall be notified through a letter from the office of the Chair of HRMPSB upon approval of the appointing authority.

9. Immediate dissemination of and compliance with this Memorandum is desired.


RAUL D. AGBAN, EdD
Schools Division Superintendent