



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

Office of the Schools Division Superintendent

February 28, 2023

DIVISION MEMORANDUM

No. 0157, s. 2023

**ADDENDUM TO THE MEMORANDUM NO. 0054 SCREENING, SELECTION AND
EVALUATION OF APPLICANTS FOR NON-TEACHING POSITIONS FOR DEPED
NORTHERN SAMAR DIVISION**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Section Heads
All Other Concerned

1. This office hereby announces the acceptance of application for non-Teaching position in DepEd Northern Samar Division.
2. DepEd provides equal opportunity for employment/promotion among Persons with Disabilities, (PWDs) hence, they are encouraged to apply.
Teaching and Non-Teaching positions:
a. Administrative Aide VI (San Isidro Agro-Industrial School)
3. Applicants must meet the following Qualification Standards;

| Position Title | SG/ Level | Educational Requirement | Experience Requirement | Training Requirement | Eligibility |
|------------------------|------------------|--|-------------------------------|------------------------------|--|
| Administrative Aide VI | 6 | Completion of two-year studies in college of High School Graduate with relevant vocational/ trade course | 1 year of relevant experience | 4 hours of relevant training | Relevant MC 11 s. 1996 Career Service Sub-Professional (First Level Eligibility) |

4. Applicants shall submit two (2) copies the documentary requirements **original/authenticated and 1 photocopied** from the original to the Division



Human Resource Secretariat/Office of the Assistant Schools Division Superintendent properly and **STRICTLY** arranged in the following order:

- a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for;
- b. CSC Form 212 (revised 2017) properly and completely filled-up with the latest passport 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 3 rating periods if any;
- g. Certificates of Training attended relevant to the position being applied/certificate of specialized trainings;
- h. Certificates, and other documents relevant to the position applied for claims of outstanding accomplishments.

5. The schedule of selection process is as follows:

| | |
|---|---------------------------|
| Submission and Acceptance of Application at the Division Human Resource and Management Office | February 27-March 3, 2023 |
| Evaluation of Documents | March 9-10, 2023 |
| Board Hearing | March 13, 2023 |
| Deliberation | March 15, 2023 |
| Posting for Verification | March 15-18, 2023 |
| Call for Appointment | March 28, 2023 |

6. Important reminder: Incomplete and late submission of application requirements shall no longer be accepted after the deadline set for the purpose of fairness, equity, and the promotion of merits and fitness.
7. Interview and deliberation and evaluation of applicant documents shall be on an "OPEN RANKING SYSTEM" and "ONE STOP SHOP" procedure shall be observed so that all concerned applicants may know their status immediately after their appraisal. However, the initial **result is subject to review by the Division Human Resource and Personnel Selection Board prior to the determination of final rating/points earned and posting.**
8. Short listed candidates shall be notified through a letter from the office of the Chair of the Personnel Selection Board upon the approval of the appointing authority.
9. Immediate dissemination of and compliance with this Memorandum is desired.

LANI H. CERVANTES, CESO VI
Schools Division Superintendent