



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

Office of the Schools Division Superintendent

October 6, 2023

DIVISION MEMORANDUM

No. 718, s. 2023

CALL FOR APPLICATION FOR NON-TEACHING POSITIONS

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

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this office hereby announces the **Call for Application for Non-Teaching positions** in this Schools Division adhering to the principle of the Open Ranking System/One Stop Shop Evaluation Process.
2. DepEd Northern Samar provides equal opportunity for employment/promotion. Thus, anyone who is qualified, irrespective of age, race, ethnicity, religious affiliations, gender preference and disability, is encouraged to apply.
3. The following are the Non-Teaching vacant positions:

NON-TEACHING POSITIONS	No. of Vacant Positions
Administrative Officer II	80
Project Development Officer I	10
Total	90

4. Applicants must meet the following Qualification Standards.



Position Title	SG/L level	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Administrative Officer II	11/1	Bachelor's degree relevant to the job	None required	None required	Career Services (Professional)/Second Level Eligibility
Project Development Officer I	11/1	Bachelor's degree relevant to the job	None required	None required	Career Services (Professional)/Second Level Eligibility

5. The Criteria and Point System for Evaluative Assessment are as follows:

Non-Teaching Positions

Criteria	Breakdown of Points
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI, Work Sample Test)	20
TOTAL	100

6. Applicants shall submit two (2) copies of the documentary requirements **1 original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat completely and properly arranged in the following order:
 - a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, OIC – Schools Division Superintendent c/o **Ms. EUNICE V. TARINGTING**, HRMPSB Secretariat, Mobile Number: 09606603646, Payroll Unit, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman N. Samar, 6400, stating the position applied for;
 - b. Duly accomplish PDS (CS Form 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, 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 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. Mean 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 (a) is not relevant to the position to be filled, if applicable.

7. The schedule of selection process is as follows:

Orientation of Applicants	October 11, 2023 (1 st District)
Orientation of Applicants	October 12, 2023 (2 nd District)
Submission and Acceptance of Application at the Division Human Resource and Management Office	October 16-20, 2023
Initial Evaluation	October 23-27, 2023
Submission of Initial Evaluation Result	November 9, 2023
HRMPSB Deliberation of Initial Evaluation Result	November 10, 2023
Posting of Initial Evaluation Result	November 13, 2023
Board Hearing	November 20-24, 2023

8. Important reminder: Incomplete and late submission of application requirements shall no longer be entertained after the deadline set by this Memorandum to observe fairness and equity, and to promote merit and fitness. Applicants are advised to wear corporate attire during the Board Hearing.
9. Interview, deliberation, and evaluation of applicants' documents shall be on an "OPEN RANKING SYSTEM" and the "ONE STOP SHOP" procedure shall be observed so that all concerned applicants will be able to determine their rating immediately after the appraisal of points. However, the initial **results are still subject for review by the Division Human Resource Merit, Promotion and Selection Board prior to the determination of final rating/points earned and the posting of results.**

THE DIVISION EVALUATION AND SELECTION PROCESS

(One-Stop Shop/On-the-Spot Evaluation System)

FIRST STOP – APPRAISAL OF DOCUMENTS (Catarman Gym)

1. Applicant approaches the table of the secretariat and registers his/her name on the Registration Form and gets his/her queue number.
2. He/she then proceeds to the appraisers for the evaluation of his/her documents under Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, and Application of Learning and Development.
3. The appraiser gives the points/ratings earned by the applicant in the area evaluated and affixes his/her signature.

SECOND STOP- Written Examination (Bulwagan Ng Mga Guro)

1. The HRMPSB Secretariat will administer the written exam for one hour and collect the test booklet to be checked by the assigned HRMPSB member/s.

THIRD STOP- INTERVIEW (Library Hub Conference Room)

1. The applicant proceeds to the Library Hub for the interview and waits for his/her turn.
2. Applicants shall be rated based on the competencies and standards indicated in DepEd Order No. 007, s. 2023.
3. The Division Human Resource Merit Promotion and Selection Board conducts the interview and evaluates the rating obtained by the applicant.
4. After the interview, the Chair indicates the rating obtained by the applicant on the Evaluation Form and affixes his/her signature.


LAST STOP – CONSOLIDATION OF POINTS (Bulwagan ng mga Guro)

- A. The applicant presents his/her document, together with the Evaluation Form, to the Secretariat in-charge to consolidate the total points earned in the different criteria.
- B. The secretariat encodes the name of the applicant in the Master list and the total points earned.
- C. The applicant, before leaving the Division Office, is requested to sign on the Evaluation Form his/her attestation of the result of the Evaluation and Selection Process. However, he/she is made to understand that the result is subject to change should there be errors inadvertently committed in the course of the evaluation process.

10. Qualified 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.
11. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., PhD., CESO VI
OIC- Schools Division Superintendent

DepEd Northern Samar
RELEASED


Date: 10-6-23 3:30

Enclosures:

Enclosure No. 1 The Division Evaluation and Selection Process (One-Stop Shop)

Enclosure No. 2 Members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for Teaching-Related and Non-Teaching Positions

References: ORA OHRA 2018

DepEd Order No. 007, s. 2023

Division Memorandum 0125, s. 2023

To be included in the Perpetual Index under the following subjects:

Recruitment, Selection, Hiring HRMPS Non-Teaching Teaching-Related Application

Enclosure No. 1 The Division Evaluation and Selection Process (One-Stop Shop)

Enclosure No. 2 Members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for Teaching-Related and Non-Teaching Positions

MEMBERS OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR TEACHING-RELATED AND NON-TEACHING POSITIONS

Chairperson: **CRISTA JOY C. TORBILA, PhD., CESE**
Assistant Schools Division Superintendent

Members: **NOE M. HERMOSILLA**
Chief, SGOD
ALEX B. REJUSO
OIC Chief, CID
MICHELLE D. CAGUIMBAL
Administrative Officer V
CARMENCITA L. MARTIRES
Human Resource Management Officer
ROBERTO R. ORIAS JR.
Senior Education Program Specialist/NEU President

HRM PSB Sub-Committee/ Evaluators per criterion:

- | | |
|--|---|
| A. ALEX B. REJUSO
ROBERTO GALONO | Education |
| B. OMAR O. TY
ESTHER DELA CRUZ | Performance |
| C. ANECITA B. MARZOL
PETER BOBILES | Training |
| D. SYLVIA VILLANUEVA
RODEL C. LUTAO | Experience |
| E. MANUEL LIPATA
ALLAN ACEDERA | Application of Education |
| F. FELIX LADEÑO
CARLOS BALANQUIT | Application of Learning and Development |
| G. Outstanding Accomplishments | |
| a. NELIDA LUBOS
LUCILA BALONDO | Awards and Recognitions |
| b. ELNA D. ENANO
PEDRO VARGAS | Research and Innovations |
| c. JULITO LAGRIMAS
MERLITA FAJARDO | Publication / Authorship |
| d. EMILY ADRAYAN
ELVIRA BIDO | Resource Speakership/Learning
Facilitation / NEAP Accredited Facilitator |