



June 21, 2022

ANNOUNCEMENT of VACANT POSITIONS

DIGOS CITY NATIONAL HIGH SCHOOL

Vacant Position: **ADMINISTRATIVE ASSISTANT II (Clerk IV) – SG 8**
Item No.: **OSEC-DECSB-ADAS2-750183-2018**
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**

MINIMUM REQUIREMENTS

Education: Completion of two years studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Sub-professional)/First Level Eligibility

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to **DIGOS CITY NATIONAL HIGH SCHOOL**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1)** white folder with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Fully accomplished and notarized Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment (if any);**
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment (if government employee); and**
10. **Position Description Form (if any).**

Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinurl.com/su5udtds>.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. 66, series of 2007** (see attached Annex A, Enclosure to DO. No. 66, s.2007). A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website. At the same time, qualified applicants will be informed through e-mail and/or text message.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS FOR INTERESTED APPLICANTS SHALL BE ON JULY 1, 2022. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL HEAD TO THE SCHOOLS DIVISION OFFICE SHALL BE ON JULY 4, 2022.

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Posted in:

Digos City NHS/Other Secondary Schools
Civil Service Commission DDS FO

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	NON-TEACHING GROUP
	LEVEL 1
A. Performance Rating	35
Performance rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 35%
B. Experience	5
Experience must be relevant to the duties and functions of the position to be filled	Every year given a point but not to exceed five (5) points
C. Outstanding Accomplishments (Meritorious Accomplishments)	5
a. Outstanding Employee Award	1
b. Innovations	1
c. Research & Development Projects	1
d. Publication/Authorship	1
e. Consultant/Resource Speaker in Trainings/Seminars	1
D. Education	10
* Complete Academic Requirements for Master's Degree	6
* Master's Degree	7
* Complete Academic Requirements for Doctoral Degree	9
* Doctoral Degree	10
Training	10
Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	One point for every month of attendance but not to exceed ten (10) points
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:	
* District Level	2
* Division Level	4
* Regional Level	6
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:	
* National Level	8
* International Level	10
Chair/Co-chair in a technical/planning committee	
* District Level	2
* Division Level	4
* Regional Level	6
* National Level	8
* International Level	10
E. Potential	20
1. Communication Skills	4
2. Ability to Present Ideas	4
3. Alertness	4
4. Judgment	4
5. Leadership Ability	4
F. Psycho-social attributes	15
a. Human Relations	6
b. Decisiveness	5
c. Stress Tolerance	4
TOTAL	100