



August 18, 2022

## ANNOUNCEMENT OF VACANT POSITIONS

### OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Vacant Position: **ADMINISTRATIVE AIDE VI (Clerk III) – SG 6**  
 Item No.: **OSEC-DECSB-ADA6-750117-2014**  
 Location: **DIVISION OFFICE**

#### MINIMUM REQUIREMENTS

Education: Completion of two-year studies in college  
 Experience: None required  
 Training: None required  
 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 the **DIVISION OFFICE**.

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);**
10. **Position Description Form (if any); and**
11. **Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.**

Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinyurl.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 ([www.depdedigoscity.org](http://www.depdedigoscity.org)). 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 AUGUST 28, 2022.**

  
**FRANCIS JUDE D. ALCOMENDRAS**  
 Administrative Officer V

Printed in:  
 Digos Occidental District  
 Digos Oriental District  
 No. DepEd Office  
 Digos City, Negros Occidental, Philippines  
 National High School in Digos City  
 Career Services Center, Digos City

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 | (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 (082) 553-8396 | (082) 553-8376 | [www.depdedigoscity.org](http://www.depdedigoscity.org) | [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)

DepEd Schools Division Office of Digos City  
 RECORDS SECTION

**RECEIVED**  
 JAYLE BS

DATE: **18 AUG 2022** TIME: **4:17 PM**

BY: 

## SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	NON-TEACHING GROUP
	LEVEL 1
<b>A. Performance Rating</b>	<b>35</b>
Performance rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 35%
<b>B. Experience</b>	<b>5</b>
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
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>5</b>
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
<b>D. Education</b>	<b>10</b>
* Complete Academic Requirements for Master's Degree	6
* Master's Degree	7
* Complete Academic Requirements for Doctoral Degree	9
* Doctoral Degree	10
<b>Training</b>	<b>10</b>
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
<b>E. Potential</b>	<b>20</b>
1. Communication Skills	4
2. Ability to Present Ideas	4
3. Alertness	4
4. Judgment	4
5. Leadership Ability	4
<b>F. Psycho-social attributes</b>	<b>15</b>
a. Human Relations	6
b. Decisiveness	5
c. Stress Tolerance	4
<b>TOTAL</b>	<b>100</b>