



January 11, 2023

ANNOUNCEMENT OF VACANT POSITION

ELEMENTARY GRADES

Vacant Position: **ADMINISTRATIVE ASSISTANT III – SG 9**
Item No.: **OSEC-DECSB-ADAS3-750087-2017**
Location: **ELEMENTARY GRADES**

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

Vacant Position: **ADMINISTRATIVE ASSISTANT II (Clerk IV)– SG 8**
Item No.: **OSEC-DECSB-ADAS2-750101-2017**
Location: **ELEMENTARY GRADES**

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 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 addressed to the Head of Office;**
2. **Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;**
3. **Photocopy of Certificate of Eligibility/Rating/License/ID;**
4. **Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;**
5. **Photocopy of Service Record or Certificate of Employment, if applicable;**
6. **Photocopy of Certificates of Training, if applicable;**
7. **Photocopy of the performance rating in the last three (3) rating periods (if applicable);**
8. **Omnibus Sworn Statement;**
9. **Checklist of Requirements;**
10. **Other documents as may be required; and**
11. **Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form**


Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://tinvurl.com/Deped-Digos-Application>.

All submission must be **EAR-TAGGED** for ease in the evaluation /review of the documents.

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 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.depeddigoscity.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 JANUARY 21, 2023.


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V
DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
27-06-2023
DATE: JAN 17 2023 TIME: 7:22 PM
BY: [Signature]

Posted in:

Digos Occidental District
Digos Oriental District
Mt. Apo District
Digos City NHS/Other Secondary Schools District
Senior High School in Digos City
Civil Service Commission DDS FO

OSDS / ADMIN / HR / dbc

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