



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Bureau of Human Resource and Organizational Development	
DIVISION/UNIT:	Employee Welfare Division	
POSITION PROFILE		
Position: Administrative Assistant II (Data Entry Machine Operator II) Non-Teaching	Salary Grade: 8-1	Annual Salary: ₱ 236,928.00
Item No.: OSEC-DECSB-ADAS2-53-2015	Other Incentives/Bonuses: <ul style="list-style-type: none"> • Monthly Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus 	
JOB DESCRIPTION		
<p>The position is responsible for secretarial, administrative and operational support activities for the Chief Administrative Officer.</p> <p>The duties include among others (1) fielding telephone calls, (2) receiving and directing visitors, (3) coordination for knowledge dissemination activities, database management, and property and supplies management. Extensive software skills are required, as well as Internet research abilities and strong communication skills, including creating spreadsheets and presentations.</p>		
MINIMUM QUALIFICATIONS		
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	
Experience	1 year of relevant experience	
Training	4 hours of relevant training	
Eligibility	Career Service (Subprofessional) First Level Eligibility or Data Encoder (MC 11, s. 1996 - Cat I)	



APPLICANTS MUST READ AND COMPLY WITH THE INSTRUCTIONS STATED HEREIN BEFORE PROCEEDING TO THE SUBMISSION OF APPLICATION DOCUMENTS

In accordance with the issuance of DepEd Order No. 007, s. 2023 [*Guidelines on Recruitment, Selection, and Appointment (RSA)*], the Department of Education, through the Bureau of Human Resource and Organizational Development – Personnel Division upholds the principles of Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity.

Hence, to ensure these principles have been met, we **HIGHLY REQUIRE** applicants to read the following RSA procedures stipulated in DepEd Order No. 007, s. 2023, and be informed about the procedures and pointing system.

Below are the cited provisions of DO No. 007, s. 2023, for ready reference:

- V. Procedures - Enclosure No. 1 to DepEd Order No. 007, s. 2023**
 - A. Publication and Posting of Vacancies – pp 8 of 22
 - B. Submission and Receipt of Application Documents – pp 10 of 22
 - C. Initial Evaluation of the Qualifications of Applicants – pp 11 of 22
 - D. Comparative Assessment of Applicants – pp 12 of 22
 - E. Appointment – pp16 of 22
- Criteria and Point System for Hiring and Promotion to Related-Teaching Positions – Enclosure No. 4 to DepEd Order No. 007, s. 2023 - pp 1 to 18**
- Criteria and Point System for Hiring and Promotion to Non-Teaching Positions – Enclosure No. 5 to DepEd Order No. 007, s. 2023 - pp 1 to 18**

All applicants are required to read the above-cited provisions in order to be aware of the RSA process and pointing system. This would strengthen the spirit of transparency in the process of hiring the right people for the right job at the right time.

Thus, to access the complete procedures and pointing system, the applicants may click this link: https://bit.ly/DO_007s2023



Done reading? Please proceed to the next sets of instructions...





Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

WELCOME TO YOUR NEW DESTINATION!



DETAILED SUBMISSION INSTRUCTIONS:
(*Required Documents)



IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents submitted are **CLEAR** and **READABLE**. **Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.**

A. *Letter of Intent - Must be addressed to **Mr. ALBERT JEROME C. ANDRES**, *Chief Administrative Officer* of the BHRD-Personnel Division. Kindly **INDICATE THE POSITION/S** you are applying for with the corresponding DIVISION/OFFICE, BUREAU/SERVICE, and ITEM NUMBER/S.

File name format: LAST NAME_LOI



IMPORTANT NOTE:

An applicant who intends to apply for multiple vacant positions shall **ensure the congruence** of the positions indicated in the **LOI** and positions selected in **Part 3 of 5: VACANT POSITIONS**

B. *Duly accomplished Personal Data Sheet and Work Experience Sheet - Please ensure that ALL PAGES MUST BE SIGNED and your THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH are ON THE 4TH PAGE of your PDS before scanning or exporting to a PDF file. You may download these forms at <https://bit.ly/CSFormNo212PersonalDataSheet> and <https://bit.ly/CSFormNo212WorkExperienceSheet>

File name format: LAST NAME_PDS & LAST NAME_WES



IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from pages 1-4.

For WES: Applicant must include previous and current work experience, accomplishments, and **detailed job functions and duties**. These experiences must be reflected and must be consistent with your accomplished PDS.

C. *Comprehensive Curriculum Vitae with picture

File name format: LAST NAME_CV



IMPORTANT NOTE:

Applicant must ensure that the details indicated in their CV are consistent with the information indicated in their PDS and WES.

D. *Government-issued ID

File name format: LAST NAME_ID

E. *Eligibility

File name format: LAST NAME_ELIGIBILITY



IMPORTANT NOTE: A scanned copy of the Certificate of Eligibility or Rating must be **CLEAR** and **READABLE**

F. *Transcript of Records and Diploma

File name format: LAST NAME_TOR



IMPORTANT NOTE:

For applicants with earned units leading to Master's and/or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Units earner)

*In the event that any of the above listed documents is not yet available, applicant may submit a **Screen Capture** of Units Earned from Student Online Portal together with the proof of request.



Applicants applying for positions requiring a **Complete Academic Requirement in MA** shall submit a TOR with "CAR" remarks or any certification certified by authorized personnel from the college/university indicating that the applicant has already passed the comprehensive examination and completed all the academic requirements.





Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

CONTINUE READING!



G. *Performance Rating

File name format: LAST NAME_PR

IMPORTANT NOTE:

Applicants are required to submit a clear scanned copy of **(1) one-year performance ratings** or **two (2) rating periods** in the current/latest position prior to the deadline of submission of applications.

For applicants applying for **PROMOTION**, he/she shall submit a **(1) one-year VERY SATISFACTORY** performance rating or two (2) rating periods in the current/latest position.

For applicants from **private institutions** (External Applicants), he/she shall submit a recent performance appraisal/rating with numerical rating, issued by authorized officer/HR.

Note: Applicants who failed to submit **shall not be included** in the official list of applicants. No proxy measure shall be considered in the absence of an applicable performance rating.

Fresh graduates applying for entry-level positions who do not have work experience yet or those with less than 1-year work experience, may submit and use any of the following documents as an alternative to the performance ratings:

- Presidential Decree 907 Eligibility (Honor Graduate Eligibility)
- Career Service Examination Ratings
- Board/Bar Examination Ratings

In the event that the applicant has two or more eligibility, he/she shall be required to indicate such in the PDS and submit/attach means of verification (MOVs) for validation and evaluation.

H. *Certificates of relevant trainings and seminars attended

File name format: LAST NAME_TRAINING

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be **CLEAR** and **READABLE** and are consistent with the declared **trainings in Personal Data Sheet**.

Applicants must include only those trainings that are **RELEVANT** to the positions applying for.

Note: Unclear or pixelated certificates shall not be considered for the purposes of qualifications and scoring.

I. Outstanding Accomplishments (PDF Format)

File name format: LAST NAME_OA

IMPORTANT NOTE:

Awards and Recognition, Research Innovation, Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees, Resource Speakership/Learning Facilitation, NEAP Accredited Learning Facilitator.

Detailed instructions and a list of Means of Verification that the applicant must submit are available at this link:

https://bit.ly/OA_TEMPLATE

OPEN

J. Application of Education (PDF Format)

File name format: LAST NAME_AE

IMPORTANT NOTE:

Contributions made by an applicant to their workplace as a result of their learnings from higher education units/degree earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position/s applying for.

Detailed instructions and a list of Means of Verification that the applicant must submit are available at this link:

https://bit.ly/AE_TEMPLATE

OPEN

Note: Positions with **no experience requirement** - Applicants to positions that do not require previous work experience must submit the **GWA** in the highest/academic/grade level earned as evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from the Commission on Higher Education (CHED) or other certifications.



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

CONTINUE READING!



K. Application of Learning and Development (L&D)
File name format: **LAST NAME_LD**



IMPORTANT NOTE:

Proven success of the learnings gained from HRD interventions done/attended by the applicant, which must have led to significant positive results in their current or previous work that is relevant and applicable to the positions applying for.



Detailed instructions and a list of Means of Verification that the applicant must submit are available at this link: https://bit.ly/ALnD_TEMPLATE

L. *Checklist of Requirements



IMPORTANT NOTE:

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 (bit.ly/AnnexCChecklistOfRequirementsandOmnibusSwornStatement), notarized by the following authorized officials:

President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerks of courts; registrars of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)

YOU'RE ABOUT TO ARRIVE IN YOUR DESTINATION



GENERAL REMINDERS:



Consistent with our goals towards CSC's PRIME-HRM Level 3, we are encouraging online applications. As such, the submission of **hard copies** of your pertinent documents or e-copies enclosed in a CD/Flash Drive is **no longer required**.



Prior to submission of documents, applicants are advised to read the job summary and qualification standards set for each vacant position to initially assess the fitness of their profile to the required standards.



Applicants who fail to submit required documents within the given deadline **shall not be included** in the official pool of applicants.



Updates relative to application shall be provided via email. Hence, we encourage all applicants to keep their email active for updates.



Now, we assume that you are already aware of the documentary requirements, **please submit your application/s** through <https://bit.ly/DepEdRSAbatch08> on or before **July 05, 2024**.



If the link does not redirect you to the online application form, please type the address manually.

If you have any clarifications regarding the instructions, kindly email recruitment.pd@deped.gov.ph and we will respond accordingly!

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.