

MEMORANDUM Date: 11/06/24 Released (Records): 4

To: ( ) PSDS/DICs ( ) Elem/Sec School Heads  
( ) Private Schools ( ) Others:

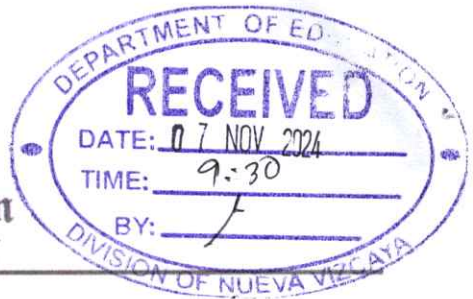
For: ( ) Information ( ) Dissemination  
( ) Guidance ( ) Strict Compliance

ORLANDO E. MANUEL PhD., CESO V  
Schools Division Superintendent

By: ASDS CID Chief GOD Chief AO Atty. Signature:



Republic of the Philippines  
Department of Education  
REGION II – CAGAYAN VALLEY



November 6, 2024

REGIONAL MEMORANDUM

No. 431 s. 2024

ANNOUNCEMENT OF VACANCY IN THE DEPED REGIONAL OFFICE NO. II

To: Schools Division Superintendents  
Functional Division Chiefs  
Section/Unit Heads  
All Others Concerned

1. The DepEd Regional Office No. II wishes to announce the vacant position for filling-up. Herewith are the minimum **Qualification Standard Requirements** of the position for the information and guidance of all interested and qualified applicants, to wit:

POSITION/SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OFFICE ASSIGNMENT
<b>Administrative Assistant I (Secretary I)</b>  <b>SG 7</b> <b>P19,365.00</b>	Completion of two-year studies in College	None required	None Required	Career Service SubProfessional/ First Level Eligibility	Department of Education Regional Office II – Education Support Services Division

2. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY, hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

3. Interested applicants may submit their **letter of intent** through email address: [personnel.region2@depdep.gov.ph](mailto:personnel.region2@depdep.gov.ph) and **personally hand in or send through courier their application portfolio, properly arranged and labeled, in two (2) copies, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig, Tuguegarao City, Cagayan**, not later than **November 22, 2024 (Friday)**. **Interested applicants are also required to register via the link <https://bit.ly/ApplicantsRegistrationForm>.**

4. The Administrative Assistant I shall assist the management and staff and provide administrative support in the effective and efficient operation of the Education Support Services Division.

5. Below are lists of documents to be submitted for evaluation, if any, per DepEd Order 7, s. 2023, viz:

- a. **Annex C**, Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 304-3855; (078) 396-9728  
Email Address: [region2@depdep.gov.ph](mailto:region2@depdep.gov.ph)  
Website: [region2.depdep.gov.ph](http://region2.depdep.gov.ph)



- documents submitted and Data Privacy Consent Form Pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized official;
- Letter of Intent addressed to the Head of Office;
  - Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet,
  - Photocopy of valid and updated PRC License/ID, if applicable;
  - Photocopy of Certificate of Eligibility/Rating, if applicable;
  - 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;
  - Photocopy of Certificate/s of Training, if applicable;
  - Photocopy of certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - Photocopy of latest appointment, if applicable;
  - Photocopy of the 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; and
  - Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

## OUTSTANDING ACCOMPLISHMENTS

### a. Awards and Recognition

- a. 1. Academic or Inter-School Awards.** This shall apply only to applicants with no or less than one (1) year work experience. The following MOVs and rubrics shall be used in determining points for Awards and Recognition.

- Academic or inter-school award; or
- Ten Outstanding Students of the Philippines (TOSP) Award; or
- Certification or any documents that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

Number of Awards	Points (Academic/Inter-School Award)
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	4 points
At least two (2) academic or inter-school awards	3 points
At least one (1) academic or inter-school award	2 points

### a. 2. Outstanding Employee Award

This shall apply to applicants with previous work experience.

Means of Verification (MOVs)

- Any issuance, memorandum or document showing the Criteria for the Search; and
- Certificate of Recognition/Merit.

Level	Points
<b>Applicants from external institution</b>	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
<b>Applicants from central office</b>	
National Level Search or Higher	4 points
Central Office Search	2 points
<b>Applicants from regional office</b>	
National Level Search or Higher	4 points



Central Office Search	2 points
<b>Applicants from schools division office</b>	
Regional Level Search or Higher	4 points
Division/Provincial/City Level Search	2 points
<b>Applicants from schools</b>	
Division Level Search or Higher	4 points
School/Municipality/District Level Search	2 points

## b. Research and Innovation

### Means of Verification (MOVs)

- Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
- Accomplishment Report verified by the Head of Office;
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office;
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office;
- Proof of citation by other researchers (whose study/research/is likewise approved by the authorized body) of the concepts/s developed in the research.

### Rubrics:

MOVs Submitted	Points
A, B, C, & D	4 points
A, B, C, & E	4 points
Only A, B, & C	3 points
Only A & B	2 points
Only A	1 point

## c. Subject Matter Expert/Membership in National TWGs or committee

### Means of Verification (MOVs)

- Issuance or Memorandum showing the membership in NTWG or Committee;
- Certificate of Participation or Attendance; and
- Output/Adoption by the organization/DepEd

MOVs Submitted	Points
All MOVs	3 points
Only A & B	2 points

## d. Resource Speakership/Learning Facilitation

### Means of Verification (All listed MOVs shall be submitted)

- Issuance/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Merit/Commendation/Appreciation;
- Slide decks/ used and/or Session guide/s.

Level	Points (Resource Speakership/Learning Facilitation)
<b>Applicants from external institution</b>	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
<b>Applicants from Central Office</b>	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
<b>Applicants from Regional Office</b>	
National Level Speakership or Higher	2 points
Regional Level Speakership	1 point
<b>Applicants from Schools Division Office</b>	

Regional level speakership or Higher	2 points
Division /Provincial /City Level Speakership	1 point
<b>Applicants from Schools</b>	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	1 point

**e. NEAP Accredited Learning Facilitator.**

Means of Verification (MOVs)

- A. Certificate of Recognition as Learning Facilitator issued by the NEAP Regional Office
- B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Level	Points (NEAP Learning Facilitator)
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

**f. Application of Education**

Positions with no experience requirement

Means of Verification (MOV)

- General Weighted Average (GWA) in the highest academic/grade level earned as evidenced by the Transcript of Records/Certificate of GWA/Diploma/Special Order from the Commission on Higher Education or other certifications.

**g. Application of Learning and Development (L & D)**

Means of Verification (MOVs)

- A. Certificate of Training or Certification on any applicable L & D intervention acquired that is aligned with the individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the different office at the local;
- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the different office at the local/higher level.

MOVs Submitted	Points	
	Relevant	Not Relevant
All MOVs	10 points	5 points
Only A, B & C	7 points	3 points
Only A & B	5 points	1 point

6. To ensure accuracy and completeness of application documents, this Office shall conduct an **online orientation** to all interested applicants on **November 13, 2024, 1:30 in the afternoon** through this link [meet.google.com/kxm-hcu-ur](https://meet.google.com/kxm-hcu-ur)

7. The orientation aims to discuss DepEd Order No. 7, s. 2023, entitled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*".

8. **No application documents shall be accepted after 5:00 pm of November 22, 2024.**

9. An open ranking system shall be adopted to ensure transparency in the selection process. In the event when face-to-face conduct of the comparative assessment and/or open ranking is not feasible, the HRMPSB shall adopt the use of online platform through Microsoft Teams. The meeting code shall be announced on a separate issuance.

10. For information, guidance and widest dissemination.

Digitally  
signed by  
Paragas  
Benjamin Diaz  
Date:  
2024.11.06  
14:52:03  
+0800  
**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/ Regional Director