



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



September 30, 2024

DIVISION MEMORANDUM
 No. 337, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 VACANT POSITIONS**

To: Asst. Schools Division Superintendent
 Chief Educ. Supervisors (CID & SGOD)
 Educ. Program Supervisors
 Elem. Secondary School Heads
 All other Concerned
 This Division

1. This Office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Training	Experience	Eligibility
Administrative Officer I (Cashier)	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility

2. This Office strictly adopts the Equal Opportunity Principle (EOP). Thus, any interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation shall submit their **letter of intent** indicating their contact number on or before **October 15, 2024**.

3. Qualified applicants for Administrative Officer (CASHIER) (Secondary) shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "Guidelines on Recruitment, Selection and Appointment in the Department of Education" to wit;



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CRITERIA	Breakdown of Points
	Administrative Officer I (CASHIER)
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
Total	100

4. Applicants Administrative Officer I (CASHIER) (Secondary) shall be guided by DepEd Order No. 66, s. 2007, re: *“Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions”*.

5. Applicants shall submit two (2) sets of written application addressed to **Christy P. Enoc**, School Principal II, Chairman of the Recruitment and Selection Committee supported by the documents stated below on or before **October 15, 2024**. Documents shall be arranged in the following order, to wit:

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS)
 - i. CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - d. Photocopy of valid and updated PRC License/ID Card
 - e. Certificate of Eligibility /Report of Rating;
 - f. Transcript of Records with Special Order and Diploma;
 - g. Certified photocopy of Certificates of relevant Trainings attended;
 - h. Updated Service Record/Certificate of Employment;
 - i. Certified photocopy of latest approved appointment;
 - j. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance;
- k. Means of verification (MOV) showing outstanding accomplishments, application of Education and application of Learning and Development;
- l. Other documents relevant to the applied positions.



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6. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a table of contents.

- Each sheet must bear a page number.
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) and (a-l.) shall be at the bottom of the documents.
- The original copies of the documents shall be brought during the interview / deliberation.
- Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be ground for disqualification.** No additional documents will be accepted beyond the deadline.

8. Enclosed are the following:

- a. Enclosure No. 1 – Schedule of activities related to Ranking
- b. Enclosure No. 2 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)

9. Immediate dissemination and compliance with this Memorandum are desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *[Signature]*

SAAU 09-30-2024

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



Address: Anecito Siete St. Mantic, Tangub City
Telephone No: (088) 530 - 5988
Email: tangub.city@deped.gov.ph
Website: www.tangub.deped.gov.ph

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Enclosure No.1 to Division Memorandum No. 327 s. 2024

**SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION,
AND SELECTION**

- October 15, 2024 - Deadline of submission of letter of Intent
- October 16, 2024 to October 22, 2024 - Initial Evaluation of Documents
- October 29, 2024 - Posting of Initial Evaluation Report (IER)

INTERVIEW AND EVALUATION OF DOCUMENTS

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)	Venue
Administrative Officer I (Cashier)	October 31, 2024 @ 09:30 am-11:30 am	Division Conference Hall



Address: Anecito Siete St. Mantic, Tangub City
Telephone No: (088) 530 - 5988
Email: tangub.city@deped.gov.ph
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Enclosure No.2 to Division Memorandum No. 927 s. 2024

CHECKLIST OF REQUIREMENTS Annex C

Name of Applicant: _____ **Application Code:** _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HUMAN RESOURCE OFFICER/COMMISSIONER)	
			Status of Submission (Check if verified)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	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			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY
 I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT
 I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", all electronic documents shall have the legal effect, validity or enforceability, as any other document or legal writing and it (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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VACANCY ANNOUNCEMENT

SCHOOL	Tangub City National High School
SECTION/UNIT	Administrative Officer I (Cashier)
POSITION PROFILE	
POSITION Administrative Officer I (CASHIER)	SALARY GRADE : 10 MONTHLY SALARY : ₱ 24,381.00 ACA/PERA : ₱ 2,000.00
ITEM NO.: OSEC-DECSB-ADOF1-660039-2004	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none"> • Mid-year Bonus • Productivity Enhancement Incentives • Clothing Allowance • Cash Gift • Year-end Bonus
JOB SUMMARY	
Responsible for the receipt, custody and disbursement of funds and accountable forms.	
MINIMUM QUALIFICATION	
EDUCATION	Bachelor's Degree
EXPERIENCE	4 hours of relevant trainings
TRAINING	1 year of relevant experience
ELIGIBILITY	Career Service Professional/ Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Under general supervision; supervises, accounts for and is responsible for the receipt, custody and disbursement of funds and accountable forms. • Receive and deposits all cash/checks collection; • Pay/remit obligation to payee. • Sign, endorse and approve the cashing and acceptances of commercial checks, treasury and warrant and many orders • Disburse funds or cash advances for the payment of salaries and other expenses; • Review and submits all correspondence and reports of collections and disbursements; • Performs other related duties that assigned from time to time. 	
DOCUMENTS REQUIREMENTS	
<ol style="list-style-type: none"> a. Checklist of Requirements and Omnibus Sworn Statement b. Letter of intent addressed to the HRMPSB Chairperson; c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture; 	



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- d. Certified photocopy of valid and updated PRC License/ID Card;
- e. Certified photocopy of Certificate of Eligibility/Report of Rating;
- f. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Certified photocopy of Certificates of relevant Trainings attended;
- h. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- i. Certified photocopy of latest approved appointment, if applicable;
- j. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- k. Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- l. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent** supported by the documents stated above on or before **October 15, 2024**.