

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:

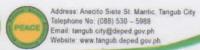
Position	Education	Training	Experience	Eligibility
Administrative Officer I (Cashier)	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility

- 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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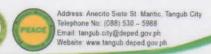
Region X SCHOOLS DIVISION OF TANGUB CITY

	Breakdown of Points	
CRITERIA	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;
 - Means of verification (MOV) showing outstanding accomplishments, application of Education and application of Learning and Development;
 - 1. 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
 - 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

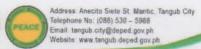
Schools Division Superintendent

SAAU 09-30-2024
To be indicated in the Perpetual Index
Under the following subjects:
 APPOINTMENT
 PROMOTION
 HUMAN RESOURCE
 PERSONNEL SELECTION BOARD
RANKING









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Enclosure No.1 to Division Memorandum No. 377 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

- Initial Evaluation of Documents

October 22, 2024

October 29, 2024

- Posting of Initial Evaluation Report (IER)

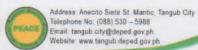
INTERVIEW AND EVALUATION OF DOCUMENTS

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









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Enclosure No.2 to Division Memorandum No. 637 s. 2024

	CHECKLIST OF REQUIREMEN	rts		Annex C
W				
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 Documenta	ry Requirement	Status of Submission To be filed out by the capitains	Verifica its to plant on the Other sub-co Status of	fw 1003A3/300 minkboys
		Check y autorities;	Submission Check Countries	Remarks
" officer designated by the Head of Office	of Office, or to the highest human resource			
 Duly accomplished Personal Data She (CS Form No. 212, Revised 2017) and U 	et (PDS) Vork Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC Li				
d. Photocopy of Certificate of Eligibility/R				
Photocopy of scholastic/academic reco e. Records (TOR) and Diploma, including units/degrees, if available	rd such as but not limited to Transcript o completion of graduate and post-graduate	d r		
f. Photocopy of Certificate/s of Training.	if applicable			
Photocopy of Certificate of Employme Service Record, whichever is/are applied	ent, Contract of Service, or duly signed	d little		
h. h. Photocopy of latest appointment, if a	pplicable			
 year performance prior to the assessment 				
	is Sworn Statement on the Certification or the documents submitted and Data Privacy			
k. Other documents as may be required for	or comparative assessment:			
Means of Verification (MOVs) showing 0 of Education, and Application of Learn date of last issuance of appointment	sutstanding Accomplishments, Application ning and Development reckoned from the	e		
	ned from the relevant work experience, i evant to the position to be filled	ď		
Attested: Human Resource Management Offi	cer			
	OMNIBUS SWORN STATEMENT			
CERTIFICATION OF AUTHENTICITY AND VE I hereby certify that all information above are tr are original and/or certified true copies thereof DATA PRIVACY CONSENT I hereby grant the Department of Education the recruitment, selection, and placement of person implemented by the Civil Service Commission.	tile and correct, and of my personal know right to collect and process my personal	information as stated a	bove, for purpose	relevant to the
Subscribed and sworn to before me this	day of vew		and Signature of	Applicant
		Person Admi	nistering Oath	
In measurance with Republic Act No. 8792 or the 'Electronic or legal writing and a) pulpers the less requires a discussort and reliability and can be authorsticated to as to be usuable	to be in writing, that orquirement is met by an elec-	sall base the legal effect, valid tronic document if the and a	es or enforceability as decrement documents to	any other discussion anthons its integrity









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Region X SCHOOLS DIVISION OF TANGUB CITY

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: 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.

BATBITBATTBA	OTTAY TEXTO A TEXTON	ĕ
MINIMIMI	QUALIFICATION	

MINIMOM CONFILICATION	
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

- 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.

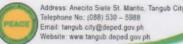
DOCUMENTS REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperosn;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;









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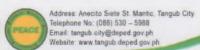
- d. Certified photocopy of valid and updated PRC License/ID Card;
- e. Certified photocopy of Certificate of Eligibility/Report of Rating;
- f. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- 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;
- 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;
- Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- 1. 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**.









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