



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE-MALABON CITY



**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. 040, s. 2022

**OPENING OF APPLICATION FOR LIBRARIAN II, ADMINISTRATIVE OFFICER II,
 ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II AND
 ADMINISTRATIVE AIDE VI POSITIONS**

To : OIC, Assistant Schools Division Superintendent
 Chief Education Supervisor, CID
 OIC – Chief Education Supervisor, SGOD
 Education Program Supervisors & Public Schools District Supervisors
 Division Unit Heads & Specialists
 Public Elementary & Secondary School Heads/OIC
 The Concerned Public

1. In view of the Division’s pursuit to promote the best, qualified and competent applicants to occupy the following vacant positions, the field is hereby informed of the opening of application for the abovementioned positions to fill-up natural vacancies in the following place of assignment:

Office	Vacant Position	SG	Number of Vacant Items
Curriculum Implementation Division	Librarian II	15	1
Elementary Schools	Administrative Officer II	11	7
Catmon IS Malabon NHS Division Personnel Unit District Office	Administrative Assistant III	9	5
Acacia NHS CTVS Tañong NHS Malabon NHS Ninoy Aquino SHS Potrero NHS Tinajeros NHS Catmon IS Division Personnel Unit District Office	Administrative Assistant II	8	13
Division Administrative Unit Division Supply Unit Division Accounting Unit	Administrative Aide VI	6	3



Qualification Standard

Qualification Standard	Librarian II	Administrative Officer II (Administrative Officer I)
Education	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	Bachelor's Degree relevant to the job
Experience	1 year of relevant experience	None Required
Training	4 hours of relevant training	None Required
Eligibility	RA 1080	Career Service (Professional/2 nd Level Eligibility)

Qualification Standard	Administrative Assistant III	Administrative Assistant II	Administrative Aide VI (Clerk III)
Education	Completion of two years studies in college	Completion of two years studies in college	Completion of two years studies in college
Experience	1 year relevant experience	1 year relevant experience	None Required
Training	4 hours relevant experience	4 hours relevant experience	None Required
Eligibility	Career Service Sub-Professional/First Level Eligibility	Career Service Sub-Professional/First Level Eligibility	Career Service Sub-Professional/First Level Eligibility

2. The Schools Division Office – Malabon City welcomes all qualified applicants to these positions regardless of their age, sexual orientation, and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation as stipulated in Division Memorandum No. 014, s. 2022 titled, DepEd – Schools Division Office – Malabon City Equal Opportunity Principle dated February 15, 2022.

3. All interested and qualified applicants shall submit their application letter address to the Schools Division Superintendent not later than 5:00 p.m. of **June 13, 2022**, together with the following pertinent documents with tags/marker for evaluation purposes:

- Letter of Intent
- Duly notarized Certificate of Authenticity and Veracity of document
- CSC Form 212 Revised 2018 (Personal Data Sheet) in two copies with latest passport size pictures taken within last 6 months
- Performance Rating (last 3 rating periods covering SY 2019-2020, 2020-2021, and 2021-2022) duly signed
- Transcript of Records for Undergraduate/Masters Degree/Doctors Degree
- Updated Service Record (duly signed)
- Unexpired PRC License/Certificate of Eligibility
- Certificate of Relevant Trainings
- Outstanding Accomplishments
 - a. Outstanding Employee Awards (Certificate)
 - b. Innovation (Duly signed Narrative Report with results)
 - c. Publication/Authorship (signed copy of book and photocopy of book with author/s list)
 - d. Consultant/Resource Speaker in Trainings/Seminar (Certificate)

4. The Division Human Resource Merit Promotion and Selection Board will use DepEd Order 66, s. 2007 for the abovementioned positions as reference in the scoring and evaluation process.

5. **Only those applicants who submitted the complete set of credentials enumerated above, and, on the basis thereof, we found to have met the aforementioned Minimum Qualification Standards (QS) shall proceed for further assessment/evaluation as stipulated in the DepEd Order # 66, s. 2007 entitled, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."**

6. **It is reminded that no additional or supplemental documents/requirements will be accepted by the Division Human Resource Merit Promotion and Selection Board (HRMPSB) once paper credentials of the applicant have been submitted to the office. The assessment and evaluation shall be based on the available**

documents submitted by the applicant, unless, therefore the HRMPSB will request the applicant to submit additional documents for verification purposes only.

7. As part of the recruitment and selection process, a background investigation may be conducted. It is also understood that upon submission of the intention to apply, the applicant is authorizing the agency head/authorized representative to verify and validate the correctness of the documents submitted.

8. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Certificate of Authenticity and Veracity, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification.

9. Enclosed are the following:
a. Schedule of Activities
b. Omnibus Certification of Authenticity and Veracity of Documents
c. Duties and Responsibilities
d. Background Investigation Waiver

10. Expenses to be incurred in the conduct of this activity shall be charged to Division MOOE funds, subject to the usual accounting and auditing rules and regulations.

11. For inquiries and clarifications, you may call at telephone numbers 8375-1995 or 8374-8708.

12. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

MAURO C. DE GULAN
Schools Division Superintendent

Encl.: As Stated

Reference: DepEd Order No. 66, s. 2007, Division Memorandum no. 178, s. 2013

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYMENT

RECRUITMENT

REQUIREMENTS

PROMOTION

RJP-ASDS/DM – Opening of Application for various non-teaching positions

1291 / May 30, 2022