



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

January 24, 2023

DIVISION MEMORANDUM
 NO. **037**, s. 2023

VACANCY ANNOUNCEMENT: ONE (1) ADMINISTRATIVE AIDE III POSITION

TO : SGOD and CID Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of One (1) Administrative Aide III position to be stationed in San Vicente Pilot School for Philippine Craftsmen, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	January 31, 2023	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	February 01, 2023	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking		TBA	

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
A. ADMINISTRATIVE AIDE III / SG 03	
B. CSC Prescribed Qualifications (CSC MC No. 12, s. 2019)	
Education	Completion of two years studies in college
Experience	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	None required

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

6. The assessment of the documents of the aspirants will be based from DepEd Order No. 66, s. 2007.

7. Submit the following documents in a plain white folder for assessment with proper tabs/labels and enclosed in a sealed brown envelope (1 copy each folder):

Envelope 1: Documents for Qualification Standards

- a) Application letter stating the position applied for



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
 Telephone No.: (045) 435-2728
 eMail Address: pampanga@deped.gov.ph



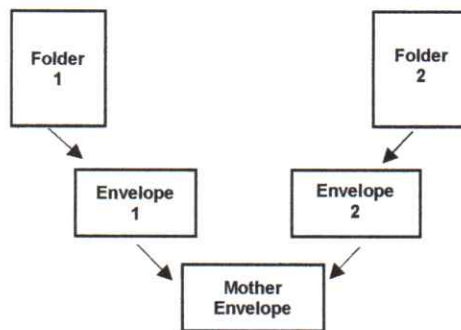


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- b) Omnibus certification of authenticity and veracity of documents duly notarized
- c) Copy of latest approved Appointment/Copy of transmittal to CSC
- d) CSC Form 212-Revised 2017 (with active contact number and email address)
- e) Transcript of Records (authenticated by the issuing school)
- f) Service Record
- g) Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)

Envelope 2: Documents for Computation of Points

- a) CSC Form 212-Revised 2017 (with active contact number and email address)
- b) Copy of latest approved Appointment/Copy of transmittal to CSC
- c) Transcript of Records (authenticated by the issuing school)
- d) Service Record
- e) Documents for claims on leadership, potentials and accomplishments
- f) Other documents relevant to the position applied for.



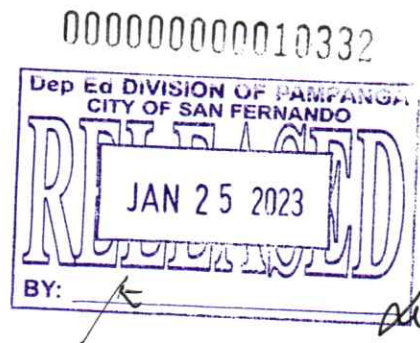
Mother Envelope

Name: Juan dela Cruz
School: San Juan Elementary School
Position applying for: Admin. Aide III
Station: SV Pilot SPC

7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.


ENGR. EDGARD C. DOMINGO, PhD., CESO V
Schools Division Superintendent



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