



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 570 s. 2024

**NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE I**

To: Assistant Regional Director  
 Schools Division Superintendents  
 DepEd ROI Chiefs  
 All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

Vacancy/ Particulars	Qualification Standards			
	Education	Training	Experience	Eligibility
Position Title/SG/Monthly Salary/Area of Assignment Administrative Assistant I/ 7/ 19365/ CLMD	Completion of two-year studies in college or High School graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
Administrative Assistant I/ 7/ 19365/ PPRD	Completion of two-year studies in college or High School graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
Administrative Assistant I/ 7/ 19365/ ORD-PAU	Completion of two-year studies in college or High School graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
Administrative Aide IV/ 4/ 16209/ AD-AMS	Completion of two-year studies in college or High School	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility





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	graduate with relevant vocational/ trade course			
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2. The Department of Education Regional Office No. I **equal employment opportunities** to all qualified and interested applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation, and any other characteristics protected by law. Applicants should signify their interest in writing and submit the following documents not later than **November 29, 2024**.

- a. Letter of intent addressed to the Regional Director, TOLENTINO G. AQUINO, or to the highest Human Resource Office designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture, complete with signature, photo, thumb mark, and duly sworn and subscribed (CSC Form No. 212, Revised 2017), strictly following the CSC Memorandum Circular (MC) Nos. 11 and 16 s. 2017 and the "Guide in Filling Up the Personal Data Sheet" and Work Experience Sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph), 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 available;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
- 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 deadline of submission, 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 pursuant to R.A. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, duly notarized by authorized official;
- k. Other documents may be required for comparative assessment, such as but not limited to:
  - k.1 Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
  - k.2 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position filled.

3. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the set deadline.

5. Application documents may be submitted through the DepEd ROI – Records Section or via courier addressed to or online application at:



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
 DepEd Region I region1@deped.gov.ph  
 www.depedro1.com

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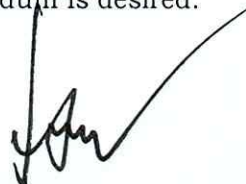


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**GEORGINA N. NERIDA**

Department of Education Regional Office No. I  
 Flores St., Catbangen, City of San Fernando, La Union  
<https://tinyurl.com/Application-Form-DepEdRO1>

6. All official applicants in the pool will be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. Qualified applicants will be notified through a letter, email, text message, or call on the schedule of assessment/ screening.
7. Enclosure No. 5 – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order No. 007, s. 2023 shall be used in the evaluation of documents for said positions.
8. Attached hereto are the duties and responsibilities of the positions and the timeline or schedule of recruitment and selection activities, for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
 Director IV

Encl. & References: As stated.

To be indicated in the Perpetual Index  
 Under the following subjects:

VACANT POSITIONS

ANNOUNCEMENT

AD-Personnel/gnn/lgm/NoticeofVacantPositions  
 November 19, 2024





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**Enclosure No. 1**  
**Duties and Responsibilities**

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Administrative Assistant I/ Curriculum and Learning Management Division (CLMD)	<p>Plots/ schedules CLMD activities</p> <ul style="list-style-type: none"> <li>• Schedules/ calendars CLMD activities such as training and workshops, meetings/ appointments to the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</li> </ul> <p>Records Management</p> <ul style="list-style-type: none"> <li>• Receives, records, and routes documents addressed to the CLMD by logging and attaching a routing slip before forwarding appropriate person to be able to track and account for location and status of documents.</li> <li>• Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>• Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.</li> </ul> <p>Administrative Support</p> <ul style="list-style-type: none"> <li>• Prepares or encodes into electronic format word documents and other presentation materials.</li> <li>• Provides assistance and administrative support to training and conferences as assigned.</li> <li>• Coordinates preparation of documents needed in the operations of CLMD.</li> <li>• Ensure security of office equipment and availability of office supplies.</li> </ul> <p>Secretarial/ Frontline</p> <ul style="list-style-type: none"> <li>• Receives and routes incoming calls to or logs information and notifies the concerned party,</li> <li>• Greets and entertains office visitors and responds to their needs.</li> <li>• Logs concerns brought to the office and follow through on inquiries.</li> </ul>



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	<ul style="list-style-type: none"> <li>Coordinates travel bookings of CLMD staff based on instructions and gives feedback on status of bookings.</li> <li>Coordinates meetings and appointment with external parties (dates and venue, meals arrange as needed) and confirms such to all concerned.</li> </ul>
<p>Administrative Assistant I/ Policy, Planning, and Research Division (PPRD)</p>	<p><b>Record Keeping</b></p> <ul style="list-style-type: none"> <li>Calendar PPRD activities and notify concerned staff.</li> <li>Receive, record, and route documents addressed to the PPRD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.</li> <li>Maintain a filing system that makes records and documents retrievable and accessible, while ensuring the safety and security of files.</li> <li>Document proceedings and agreements of meetings as assigned by the Chief, distribute copies of the minutes to concerned parties, as well as files a copy for future reference.</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>Prepare or encode into electronic format word documents and other presentation materials</li> <li>Provide assistance and administrative support to training and conferences as assigned</li> <li>Coordinate preparation of documents needed in the operations of PPRD.</li> </ul>
<p>Administrative Assistant I/ Office of the Regional Director – Public Affairs Unit (ORD-PAU)</p>	<p><b>Plots/ Schedules PAU's activities</b></p> <ul style="list-style-type: none"> <li>Schedules/ calendars events or activities of the Public Affairs Unit such as press cons, meetings, seminars, training-workshop and the likes and confirms attendance of the concerned staff for efficient coordination with personnel.</li> </ul> <p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>Receives, records, and routes documents addressed to PAU by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>• Provide general administrative, office, and clerical support for the Public Affairs Department including word processing, copying, scanning, mail handling, check requests, and computer help desk functions.</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Prepares or encodes into electronic format word documents and other presentation materials.</li> <li>• Provides assistance and administrative support to press conferences, training, seminars and meetings as assigned.</li> <li>• Coordinates preparation of documents needed in the operations of the Unit.</li> <li>• Ensure security of office equipment and availability of office supplies.</li> <li>• Perform event planning and meeting support for internal and external activities, including all aspects of meeting logistics such as invitations, materials production, venue planning, travel, vendor relations, food and refreshment, and staff support for event.</li> <li>• Perform other functions that maybe assigned from time to time by the Unit Head.</li> </ul>
<p>Administrative Aide IV/ Administrative Division – Asset Management Section (AD-AMS)</p>	<p><b>Supplies and Material</b></p> <ul style="list-style-type: none"> <li>• Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.</li> <li>• Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access, and preservation and safety of material resources.</li> <li>• Prepare supplies and materials for issuance by the Supply Officer to requesting units.</li> <li>• Consolidate records on received and issued supplies and materials and prepare report on monthly balances.</li> </ul>



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	<p><b>Properties and Equipment</b></p> <ul style="list-style-type: none"> <li>• Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts.</li> <li>• Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization.</li> <li>• Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference.</li> <li>• Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal.</li> <li>• Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.</li> </ul>
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**Enclosure No. 2**  
**Timeline or Schedule of Recruitment and Selection Activities**

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	November 19, 2024	
Submission and Receipt of Application Documents	November 19 - 29, 2024	
Listing of ALL Applicants	December 3 & 4, 2024	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	December 5-12, 2024	
Posting copy of the IER	December 13 & 16, 2024	*Notifies all applicants of the results of the initial evaluation and the schedule of evaluative assessment
Conduct of Evaluative Assessment: Written Examination Panel Interview/ Open Ranking Validation of Documents	December 17-18, 2024	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	December 19, 2024	
Submission of CAR to the appointing authority and requesting instruction	December 19-20, 2024	
-Conduct of Background Investigation		
Posting of CAR in three (3) conspicuous places and through other modes	December 20, 2024	
Appointment of successful candidate	TBA	

\*\*\*The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business

Prepared by:

  
**GEORGINA N. NERIDA**  
Administrative Officer V

Noted:

  
**RHODA T. RAZON**  
HRMPSB Chairperson