



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

13 January 2021

Division Memorandum
 No. _____, s. 2021

**SUBMISSION OF APPLICATION FOR COMPUTER OPERATOR II POSITION
 AND SCHEDULE OF ASSESSMENT FOR COMPUTER OPERATOR AND
 ADMINISTRATIVE ASSISTANT II POSITIONS**

**TO : DIVISION HRMPSB CHAIRPERSON
 ALL DIVISION HRMPSB MEMBERS
 ALL INTERESTED AND QUALIFIED APPLICANTS
 ALL OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the vacant casual position at the ICT Section, Schools Division Office:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
Administrative Assistant III (Computer Operator II)	Bachelor's degree related to the job	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First Level Eligibility)

2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documents on or before **January 19, 2021** at DepEd-Baguio Schools Division Office to be received at the Records Section.

3. The following required documents should be submitted in two (2) separate folders (1 original copy and 1 photocopy) which should be properly arranged and labeled:

- a. Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
- b. Three (3) recent Performance Rating (SY 2017-2018, 2018-2019 and 2019-2020);
- c. Service Record/Certificate of Employment duly signed by the Administrative Officer/Head of Office;
- d. Certificate of Eligibility/Rating/License;
- e. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Authorship, Consultancy/Resource Speakership);
- f. Official Transcript of Records, with certification if completed academic requirements for Masteral or Doctorate Degree;



"HANDANG MAG SERBISYO"

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Registration Number: RJ-19-2560-026
 Issued on December 27, 2019



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- g. Certificate of trainings and seminars attended relevant to the position
- h. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.

- 4. All applications received beyond January 19, 2021 will not be accepted.
- 5. The tentative schedule of assessment for vacant positions shall be as follows:

Vacant Position	Date of Publication	Schedule and Venue of Assessment	
		Written Assessment	Interview
Admin Assistant III (Computer Operator II)	29 Oct to 09 Nov 2020	January 22, 2021 10:00 am at the Division Training Hall	January 22, 2021 1:00 pm at the Division Training Hall
Administrative Assistant II	01 Dec to 11 Dec 2020	January 22, 2021 10:00 am at the Division Training Hall	January 22, 2021 1:00 pm at the Division Training Hall

- 6. Qualified applicants will be notified through their contact numbers and will be informed should there be any adjustment to the said schedules.
- 7. For any inquiries and clarifications, please visit Ms. Ma. Louela C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
- 8. For information and guidance.

MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent



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