



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

August 29, 2023

**DIVISION MEMORANDUM**  
No. 328, s. 2023

**RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR  
ADMINISTRATIVE OFFICER V, ADMINISTRATIVE ASSISTANT III (Senior  
Bookkeeper), Administrative Aide VI, SCHOOL PRINCIPAL III (Secondary)  
and HEAD TEACHER III (Elementary) POSITIONS**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD/CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby informs all interested applicants of the Recruitment, Evaluation, Selection, and Appointment (RESA) that there will be a Ranking for Promotion for School Principal III (Secondary), Head Teacher III (Elementary), Administrative Officer V, Administrative Officer III (Senior Bookkeeper) and Administrative Aide VI positions.

2. Applicants are required to submit the authenticated copies of the following documents (properly fastened in a folder **with tabbing** on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied for) on or before **September 7, 2023, to wit:**

POSITION	DOCUMENTS
School Principal III (Secondary), Head Teacher III (Elementary) Administrative Officer V, Senior Bookkeeper, Administrative Aide VI	1. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	2. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017 with work experience sheet if applicable
	3. Photo Copy of Valid and updated PRC Professional License/Cert of Eligibility
	4. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET), NQESH Certificate (Principal Applicants)
	5. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
	6. Photocopy of Certificate of Relevant Training/Seminars Attended
	7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	8. Performance Rating for the last 3 rating period
	9. Latest CSC Form 33 (Latest Appointment), if any
	10. 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 (Annex C), notarized by the authorized official; and
	11. Documents for Outstanding Accomplishments

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	QUALIFICATION STANDARDS
A. School Principal III (Secondary)	Education	Bachelor's Degree in Sec. Education or Bachelor's Degree with 18 professional education units plus 6 units of Management
	Experience	Two (2) years as Principal
	Training	40 Hours of relevant training
	Eligibility	PBET/LET/RA 1080
B. Head Teacher III (Elementary)	Education	Bachelor's Degree in Elem. Education or Bachelor's Degree with 18 professional education units
	Experience	Head Teacher for two (2) years, Teacher In-Charge for two(2) years, or Teacher for five (5) years
	Training	Twenty-four (24) hours of relevant training
	Eligibility	PBET/LET/RA 1080
C. Administrative Officer V	Education	Bachelor's degree relevant to the job
	Experience	Two (2) years relevant experience
	Training	8 hours of relevant training
	Eligibility	Career Service (Professional) 2 <sup>nd</sup> level Eligibility
D. Senior Bookkeeper	Education	Completion of two (2) years of studies in college
	Experience	One (1) year of relevant experience
	Training	Four (4) hrs. of relevant training
	Eligibility	Career Service Sub-professional/1st level eligibility
E. Administrative Aide VI	Education	Completion of two (2) years of studies in college
	Experience	One (1) year of relevant experience
	Training	Four (4) hrs. of relevant training
	Eligibility	Career Service Sub-professional/1st level eligibility

4. The CSC has just set the basic qualifications but the agency has the right to select the applicants best fit for the position, thus a preferred qualification is hereby set per position as written below.

POSITION	CRITERIA	QUALIFICATION STANDARDS
A. School Principal III (Secondary)	Education	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional units plus Master's Degree in Education
	Experience	Three years as Principal II or five years as Principal I
	Training	40 hours of relevant training
	Eligibility	PBET/LET/RA 1080 & NQESH Passer
B. Head Teacher III (Elementary)	Education	Bachelor's Degree in Elem. Education or Bachelor's Degree with 18 professional education units plus Completed Academic Requirements leading to Master's Degree in Education
	Experience	Head Teacher II for three years or Head Teacher I for five years
	Training	Twenty-four (24) hours of relevant training



	<b>Eligibility</b>	<b>PBET/LET/RA 1080</b>
<b>C. Administrative Officer V (Admin. Section)</b>	<b>Education</b>	<b>Bachelor's Degree relevant to the job</b>
	<b>Experience</b>	<b>Two years as Administrative Officer IV</b>
	<b>Training</b>	<b>Sixteen (16) hours of relevant training</b>
	<b>Eligibility</b>	<b>Career Service (Professional) 2<sup>nd</sup> Level Eligibility/PBET/LET</b>
<b>D. Senior Bookkeeper</b>	<b>Education</b>	<b>Bachelor's Degree relevant to the job</b>
	<b>Experience</b>	<b>One (1) year of relevant experience</b>
	<b>Training</b>	<b>Eight (8) hours of relevant training</b>
	<b>Eligibility</b>	<b>Career Service (Sub-Professional) 1<sup>st</sup> Level Eligibility</b>
<b>E. Administrative Aide VI</b>	<b>Education</b>	<b>Bachelor's Degree relevant to the job</b>
	<b>Experience</b>	<b>One (1) year of relevant experience</b>
	<b>Training</b>	<b>Four (4) hours of relevant training</b>
	<b>Eligibility</b>	<b>Career Service Sub-professional/1st level eligibility</b>

5. The Interview and confirmation of points shall be done on the following date:

<b>POSITION</b>	<b>DATES</b>	<b>VENUE</b>
School Principal III (Secondary)	SEPTEMBER 14, 2023	Division Conference Hall
Head Teacher III (Elementary)		
Administrative Officer V		
Senior Bookkeeper		
Administrative Aide VI		

6. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance the assistance needed during the interview process.

7. Applicants are hereby advised to proceed to the Personnel Section prior to submission in the Record Section to confer with the HRMO on the completeness of checklist requirements for submission.

8. The RSA process shall be based on the guidelines set forth in DepEd Order No. 007, s. 2023 which can be browsed at [deped.gov.ph](http://deped.gov.ph)

9. Applicants shall be evaluated using the following criteria:

<b>CRITERIA</b>	<b>Points</b>
<b>SCHOOL ADMINISTRATION POSITION</b>	
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
<b>Total</b>	<b>100</b>

<b>CRITERIA</b>	<b>Breakdown of Points</b>			
	<b>General Services</b>	<b>SG 1-9 (Non-General Services)</b>	<b>SG 10-22 and SG 27</b>	<b>SG 24 (Chief)</b>
<b>NON-TEACHING</b>				
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10