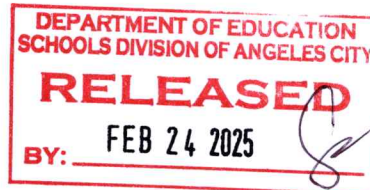




Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



DIVISION MEMORANDUM
NO. 71, s. 2024

17 Feb 2025

**RECRUITMENT, SCREENING AND SELECTION FOR
ADMINISTRATIVE AIDE IV, ADMINISTRATIVE AIDE III AND ADMINISTRATIVE
AIDE I POSITIONS**

TO : Assistant Schools Division Superintendent
Chief education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Administrative Aide IV, Administrative Aide III and Administrative Aide I positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Feb. 28, 2025	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Mar. 3, 2025	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Administrative Aide I (Utility Worker I)	Salary Grade: 1 Monthly Salary: P14,061.00
Station of Deployment: Division of Angeles City	
CSC PRESCRIBED QUALIFICATIONS:	
Education:	Must be able to read and write
Experience:	None Required
Training:	None Required
Eligibility:	None Required
JOB SUMMARY: General Services	
GENERAL DUTIES AND RESPONSIBILITIES:	
➤ Provide overall administrative and technical support to the SDO and in the daily operations;	
➤ Keeps office files and equipment clean & orderly;	
➤ Does other tasks as may be assigned.	



Jesus St., Brgy. Pulungbulu, Angeles City 2009
(045) 901-9498/angeles.city@deped.gov.ph



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POSITION PROFILE	
Position Title: Administrative Aide III (Utility Worker II)	Salary Grade: 3 Monthly Salary: P15,852.00
Station of Deployment: Division of Angeles City	
CSC PRESCRIBED QUALIFICATIONS:	
Education:	Must be able to read and write
Experience:	None Required
Training:	None Required
Eligibility:	None Required
JOB SUMMARY: The position shall provide assistance to the SDO in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">➤ Provide overall administrative and technical support to the SDO in the daily operations;➤ Assist in printing, sorting and filing of documents;➤ Routes communications to other offices;➤ Does other tasks as may be assigned.	

POSITION PROFILE	
Position Title: Administrative Aide IV (Bookbinder II)	Salary Grade: 4 Monthly Salary: P16,833.00
Station of Deployment: Division of Angeles City	
CSC PRESCRIBED QUALIFICATIONS:	
Education:	Elementary School Graduate
Experience:	None Required
Training:	None Required
Eligibility:	None Required
JOB SUMMARY: The position shall provide assistance to the SDO in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">➤ Receives, records and endorses outgoing and incoming communications;➤ Maintains office reports and other documents;➤ Reproduces official communications/documents for dissemination to other units;➤ Assists in the preparation of training materials;➤ Responsible in sorting, filing and safekeeping of documents and reports for records purposes➤ Performs secretarial services when necessary; and➤ Does other tasks as may be assigned.	



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POSITION PROFILE	
Position Title: Security Guard I	Salary Grade: 3 Monthly Salary: P15,852.00
Station of Deployment: Division of Angeles City	
CSC PRESCRIBED QUALIFICATIONS:	
Education:	High School Graduate
Experience:	None Required
Training:	None Required
Eligibility:	Security Guard License (MC 11, s. 96 as amended MC 10, s. 2013 – Cat IV)
JOB SUMMARY: The position shall provide assistance to the SDO in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">➤ Provide overall administrative and technical support to the SDO in the daily operations;➤ Assist in printing, sorting and filing of documents;➤ Routes communications to other offices;➤ Does other tasks as may be assigned.	

3. All interested applicants regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may submit photocopied documentary requirements at the Records Unit, this Division, on/before **February 28, 2025**. Bring the original documents during the scheduled screening/interview for verification purposes. All submitted documents will no longer be returned to the applicant;

- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office. (*The specific school where the applicant intends to apply must be indicated in the letter*);
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;
- d) Photocopy of Certificate/s of Training, if any;
- e) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if any;
- f) Photocopy of the Performance Rating from current or previous employer, if any;
- g) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.



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- k) Other documents as may be required by the HRMPSB for comparative assessment.
4. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
5. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.
6. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT	RECRUITMENT	HIRING
CLM/AOIV/February 17, 2025		



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