



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

060220020

ADVISORY
 May 29, 2020

Announcement of Vacancies in the DepED Regional Office NO. II

This Office wishes to announce the publication and posting of one (1) vacant Administrative Assistant I (Secretary I) position at the **Finance Division (FD)**. Below are the minimum qualification requirements of the position for the information and guidance of all interested and qualified applicants:

1 Position: ADMINISTRATIVE ASSISTANT I

Item No. / SG / Salary: OSEC-DECSB-ADAS1-120080-2014 / SG 7 / P16,458.00 per mo.

Qualification Standards:

Education: Completion of 2 years studies in college

Relevant Experience/s: None Required

Relevant Training/s: None Required

Eligibility: Career Service (Sub-professional)/ First Level Eligibility

This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others. Applicants that meet the basic requirements may submit their letters of intent through email address: depedregion2.personnel@gmail.com and personally hand in or send through courier their application portfolio, arranged and properly labelled, in five (5) copies, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, not later than **June 11, 2020 (Thursday)**, together with the following supporting documents, if any, viz:

1. **Letter of Intent**, duly signed;
2. **Personal Data Sheet** (CS Form No. 212, Rev. 2017), duly signed and certified, including Work Experience Sheet, with recent passport-sized picture. Forms can be downloaded at www.csc.gov.ph;
3. **Performance ratings** (OPCR/IPCR) for the last three (3) rating periods, **CY 2019/SY 2019-2020** (for DepED Employees) or **CY 2019 2nd Sem., as the latest**, from current/previous employer;
4. **Service Records/Certificate/s of Employment**, updated and duly certified, from current/previous employer/s;
5. **Proofs of Outstanding Accomplishments/ Meritorious Accomplishments;**
 - 5.1 Certificate/s of Outstanding Employee Award supported by the Certificate of Recognition, Memorandum/Advisory announcing the conduct of the Search, approved Criteria for Judging, and other relevant documents regarding the search;
 - 5.2 Innovations supported by the approval, thru channels, of the innovative project; Abstract of the Project and Workplan conducted/implemented for a minimum of six-month period; Completion Report/Impact of the Workplan and other MOVs;



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph

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- 5.3 Research and Development Projects supported by the approval of the request, thru channels, to conduct the research, the Research Proposal, Findings, Recommendations and other MOVs;
- 5.4 Copy/ies of published articles which must be educational articles and not news, published in newspapers/magazines of wide/national circulation. For published books, it must be with ISBN;
- 5.5 Certificates of Recognition as Consultant/Resource Speaker in Trainings/Seminars conducted in any of the following levels: school/division/province/regional/national/international, supported by the following documents: Invitation, Approved Special Order/Travel Order, Training Matrix, Memorandum re the activity.
6. **Transcript of Records (TOR)**, authenticated and certified in the College level/Post Graduate Studies – Master’s Degree/Doctoral Degree;
7. **Certificate/s of Rating/Eligibility (RA 1080) and License**, etc., duly certified and authenticated by the issuing agency;
8. **Certificates of Participation to Trainings/Seminars** attended, with the following supporting documents: Approved Travel Order, Legal basis for the travel, Certificate of Participation, Re-entry Plan for International trainings, and other MOVs:
 - 8.1 **Three (3) certificates of participation** conducted for at least 3 days each in the specific level, school/division/province/regional levels;
 - 8.2 **One (1) certificate of participation** conducted for at least 3 days in the national or international level will suffice.
9. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.



[Signature]
ESTELA L. CARIÑO, EdD., CESO IV
Director IV/Regional Director

Re: Vacant positions-FD-ADAS/
Perjo

To: All Chiefs of Divisions in the Regional Office
All Schools Division/City Superintendents
This Region

You are hereby requested to post this announcement for a vacant position in your bulletin boards for at least 15 days for the information and guidance of all interested and qualified applicants.

[Signature]
ESTELA L. CARIÑO, EdD., CESO IV
Director IV/Regional Director



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