



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

28 April 2026

DIVISION MEMORANDUM
No. 215, s. 2026

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE
ASSESSMENT OF ADMINISTRATIVE AIDE VI (ADA VI) POSITION
IN THE SCHOOLS DIVISION OFFICE**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the submission of pertinent papers of applicants for Administrative Aide VI (SG 6) Position in the Schools Division Office (*Enclosure 1*).
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEO) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
 - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
 - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position and the section you are interested in applying for.
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy



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Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) **notarized by authorized official;**

c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at www.csc.gov.ph

d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License

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 applicable;

f. Photocopy of Certificate/s of training of training taken for the last five (5) years and/or last promotion, if applicable;

g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;

h. Photocopy of latest appointment, if applicable;

i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; moreover, **for external applicants, the Certificate of Rating must be supported with the Performance Evaluation Tool** and

j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and

ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

4.1 Enclosure No 1 Place of Assignment of ADA VI

4.2 The Qualifications Standard (QS) of the positions.

4.3 Enclosure No 3 Duties and Responsibilities of the positions.

4.4 Enclosure No 4 Assessment Plan

4.5 Enclosure No 5 Checklist of Requirements (Annex C)

4.6 DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions, Enclosure No. 5 (pages 1-18) shall be used in the evaluation of documents of ADA VI.

5. Application documents shall be accepted until **May 12, 2026**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.



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6. Applicants are advised to register at this link; **bit.ly/SDOBATANGAS-HIRING** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. Applicants shall be notified through their registered email address regarding their qualification status for the position, as well as the schedule of the face-to-face comparative assessment.
8. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
9. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph
10. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: Enclosure No 1 Place of Assignment of ADA VI
Enclosure No 2 The Qualifications Standard (QS) of the positions.
Enclosure No 3 Duties and Responsibilities of the positions.
Enclosure No 4 Assessment Plan
Enclosure No 5 Checklist of Requirements (Annex C)

Reference: DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions,
To be indicated in the Perpetual Index under the following subject: Issuances-Office Memorandum

JBP/ Call for Submission for ADA VI Position/
R2-150898/04/28/2026



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Enclosure 2. The Qualification Standards of ADA VI

	Education	Training	Experience	Eligibility
CSC Prescribed Qualification	Completion of two years of studies in college (prior to 2018), or High School graduate with a relevant vocational/trade course (prior to 2018), or Completion of Grade 12/SHS under the Technical-Vocational-Livelihood Track, or Completion of Grade 10/JHS with relevant vocational/trade course (Technical Education and Skills Development Authority (TESDA) National Certificate (NC) Level II) (starting 2018)	four (4) hours relevant training	One (1) year relevant experience	Career Service Sub-Professional (First Level Eligibility)
Preferred Qualification	Completion of two years of studies in college (prior to 2018), or High School graduate with a relevant vocational/trade course (prior to 2018), or Completion of Grade 12/SHS under the Technical-Vocational-Livelihood Track, or Completion of Grade 10/JHS with relevant vocational/trade course (Technical Education and Skills Development Authority (TESDA) National Certificate (NC) Level II) (starting 2018)	four (4) hours relevant training	One (1) year relevant experience with basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	Career Service Sub-Professional (First Level Eligibility)



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Enclosure 1 Place of Assignment of ADA VI

Position	DBM Plantilla Item No	Salary Grade	Monthly Salary (NBC 601)	No of Position	Place of Assignment
Administrative Aide VI	OSEC-DECSB-ADA6-	6	Php 19,716.00	1	Personnel Section
Administrative Aide VI	OSEC-DECSB-ADA6-	6	Php 19,716.00	1	Cash Section
Administrative Aide VI	OSEC-DECSB-ADA6-	6	Php 19,716.00	1	Accounting Section
Administrative Aide VI	OSEC-DECSB-ADA6-	6	Php 19,716.00	1	Curriculum Implementation Division



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Enclosure 3. Duties and Responsibilities of ADA VI – Personnel Section

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
RECRUITMENT, SELECTION AND DOCUMENTATION	<ul style="list-style-type: none"> a. Prepare lists of vacancies for publication pursuant to CSC rules and regulations. b. Provide job description of vacant positions with specific qualifications required by the requesting unit c. Gather and file applications received using systematic indexing and file documents submitted by applicants d. Prepares appointments papers of selected applicants e. Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online f. Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)
PERSONNEL ACTIONS	<ul style="list-style-type: none"> a. Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel. b. Prepare list of teachers qualified to be reclassified base on approved ERFs c. Prepare notice of promotion and appointment as instructed. Prepare drafts of special orders for signature of management d. Keeps records of GSIS –ARA for future reference. e. Prepares RAI for submission to CSC upon approval of management. f. Record and files all issuances on salary schedules and other employees benefits
SALARY ADMINISTRATION AND PERSONNEL RECORDS	<ul style="list-style-type: none"> a. Gathers and collates payroll files from district offices to be forwarded to RPSU b. Records and files attendance of officers and employee c. Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed. d. Process, Prepares and releases Special order of Leave and Re-statement of leave application
BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> a. Receive and record on leave card, application for monetization of leave credits b. Receive application for leave (sick, vacation, scholarships and training) and records for processing. c. Receive, process and update leave credits of employees and vacation service credits of teachers d. Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees e. Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions f. Receive and process loan applications for DepEd Provident Fund Program



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PERSONNEL INFORMATION SYSTEM	<ol style="list-style-type: none">a. Receive and accept application for upgrading and reclassification of positionsb. Keep a complete and updated information of all officials and employees and relevant records in their 201 filesc. Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 filesd. Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnele. Records and releases documents after personnel actionf. Prepare certificate of employmentg. Collate and file performance ratingsh. Tabulate and print performance rating of all employees for PBB and PIB
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Duties and Responsibilities of ADA VI – Cash Section

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
CASH COLLECTION	<ol style="list-style-type: none">a. Receives cash and checks paid to the schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose.b. Maintains cash books and balances and reconciles cash counts for daily reporting of cash on hand.c. Records and reports discrepancies and adjustments in collections to provide an explanation for variances.d. Remits to the AO IV (Cash) daily cash collections together with the daily collection reports , cash receipt vouchers and other documents for entry into the ledger and account books
CASH DISBURSEMENT PAYMENT AND REMITTANCE	<ol style="list-style-type: none">a. Assists the Administrative Officer IV in checks preparation, encoding and filing of vouchers for submission to accounting unitb. Assists in the issuance of checks and acceptance of official receipts for payments madec. Records all transactions/checks issued on the logbookd. Assists in the preparation of Advice of Checks Issued and Cancelled.(ACIC)/e. Assists the AO IV (cash) reconcile records of disbursements with cash booksf. Assists the AO IV (Cash) in withdrawing cash for salaries and wages.
LIQUIDATION AND REPORTING	<ol style="list-style-type: none">a. Assists in the timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports.



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Duties and Responsibilities of ADA VI – Accounting Section

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCOUNTING RECORDS	a. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference. 2. Maintains accounting databases by entering data into the computer and processing backups. 3. Reconciles bank statements by comparing statements with general ledger.
ACCOUNTING REPORTS	a. Verifies financial reports by running performance analysis software program. b. Determines value of depreciable assets by running depreciation software program.

Duties and Responsibilities of ADA VI – Curriculum Implementation Division

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PLOTS/SCHEDULES CLMD ACTIVITIES	a. Schedules/calendars CID activities such as training and workshops, meetings/appointments of 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.
RECORD MANAGEMENT	a. Receives, records and routes documents addressed to the CID 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 b. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. c. 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.
ADMINISTRATIVE SUPPORT	a. Prepares or encodes into electronic format word documents and other presentation materials b. Provides assistance and administrative support to training and conferences as assigned. c. Coordinates preparation of documents needed in the operations of CLMD d. Ensure security of office equipment and availability of office supplies
SECRETARIAT/FRONTLINE	a. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned



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Enclosure No 4 Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	May 12, 2026	10
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	May 13-14, 2026	2
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	May 15, 2026	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	May 18, 2026	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	May 21, 2026	1
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	May 22, 2026	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	May 25, 2026	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	May 26, 2026	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	May 27, 2026	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	May 28, 2026	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	May 29, 2026	1
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat	June 03, 2026	1
TOTAL			22



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, 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 applicable			
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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.