



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 23, 2022

DIVISION MEMORANDUM
No. 103 s. 2022

**ANNOUNCEMENT OF VACANCIES FOR VACANT ADMINISTRATIVE AIDES I AND IV POSITIONS
AND SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Secondary and Elementary School Principals/OICs
All Others Concerned

1. This is to announce the 20 vacancies for Administrative Aide I (Utility Worker I) and two (2) Administrative Aide IV (Driver II) positions to be deployed in various elementary schools.
2. The said division open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for Administrative Aides I and IV positions.
3. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
4. The qualification standards for the aforementioned positions are as follows:

Position Title/Description-Salary Grade	Education	Experience	Training	Eligibility
Administrative Aide I (Utility Worker I), SG-01	Must be able to read and write	None Required	None Required	None Required
Administrative Aide IV (Driver II), SG-04	Elementary School Graduate	None Required	None Required	Professional Driver's License



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

5. Interested applicants are enjoined to submit to this Office, through the Records Unit, the following documents on or before April 18, 2022 using a blue folder.

- a. Letter of Intent
- b. CSC Form 212 – Personal Data Sheet
- c. School Records
- d. Certificates of Participation in Trainings
- e. Certificates of Employment or Service Record
- f. Performance Rating for the last 3 consecutive rating periods
- g. Outstanding accomplishments based on DepEd Order No. 66, s. 2007

6. Attached are the enclosures for reference of all concerned.

Enclosure No. 1 - Composition of the HRMPSB and Selection Process Schedule
Enclosure No. 2 - Schedule of activities
Enclosure No. 3 - List of Elementary Schools where to be deployed
Enclosure No. 4 – Duties and responsibilities of Administrative Aide I

7. Wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

HRMPSB-NonTeaching
March 30, 2022



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Enclosure No. 1, to the Division Memorandum No. 103, s. 2022

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Chairperson : ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent

Members : Gregorio C. Quinto, Jr., Ed.D
CID Chief

Cecilia S. Custodio, PhD
SGOD Chief

Ms. Josefina S. Pedroche
OIC, Office of the Administrative Officer V

Ms. Victoria O. Madrigal
Administrative Officer IV, Personnel Unit

Secretariat : Ms. Crisanta Alfonso



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Enclosure No. 2, to the Division Memorandum No. 103 s. 2022

SCHEDULE OF SELECTION PROCESS

Date	Activity
On or before April 13, 2022	Submission of Letter of Intent and photocopies of all documents on Qualification Standards and outstanding accomplishments (Submit to the Records Unit)
April 18 – 19, 2022	Initial evaluation of documents
April 20, 2022	-Presentation of results of initial evaluation of documents -Examination and Interview -Announcement of results Venue: SDO Conference Hall
April 21, 2022	Posting of results on the website



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Enclosure No. 3 to Division Memorandum No. 103s. 2022

List of Elementary Schools where Administrative Aides I will be deployed:

1. Bambang ES, Bulakan District
2. Kapitangan ES, Paombong District
3. Calumpit CS, Calumpit South District
4. Northville 9 ES, Calumpit South
5. Hagonoy East CS, Hagonoy East District
6. Hangga Es, Hagonoy East
7. Baliuag North CS, Baliuag North
8. Bustos ES, Bustos District
9. Liciada ES, Bustos District
10. Banga ES, Plaridel District
11. Matias Salvador ES, Angat District
12. San Mateo ES, Norzagaray East District
13. Pinaod CS, San Ildefonso South District
14. San Ildefonso ES, San Ildefonso North
15. San Miguel CS, San Miguel North District
16. Salacot ES, San Miguel Central District
17. Marilao CS, Marilao North District
18. Prenza ES, Marilao North District
19. JJ Serapio ES, Sta. Maria Central
20. Obando CS, Obando District

List of Elementary Schools where Administrative Aides IV will be deployed:

1. F. Mendoza Memorial ES, Calumpit North
2. Calumpit South Central School, Calumpit South

24



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Enclosure No. 4 to Division Memorandum No. 163 S. 2022

DUTIES AND RESPONSIBILITIES OF JANITORIAL PERSONNEL

1. MAINTAINANCE OF THE CLEANLINESS AND ORDERLINESS OF THE ASSIGNED AREA
 - Cleans the offices and hallway
 - Cobwebs from ceiling dusted and removes regularly
 - Sweeps the floor and exterior areas
 - Cleans the windows, furniture, air-conditioning filter and cover in the assigned area
 - Cleans and maintains floor surfaces, ceilings and windows (mopping, sweeping, scrubbing, vacuuming)
 - Laundered rags
2. MAINTENANCE OF PROPER SANITATION
 - Polished and sanitizes toilets, sinks, mirrors
 - Fills soaps/sanitizers
 - Cleans restrooms and replenish supplies
3. COMPLIANCE WITH WASTE MANAGEMENT
 - Collects and transports waste from offices to waste storage area
 - Washing and decontaminating waste bins once a day and as necessary
 - Practices waste management and proper segregation of waste materials
 - Empty trash receptacles and ensure appropriate disposing of trash
4. LANDSCAPING AND GROUND IMPROVEMENT
 - Drained and cleaned gutters and canals and assisted in the landscaping of zones and concreting of pathways
5. MAXIMUM UTILIZATION OF SERVICE/OTHER TASKS
 - Reports to the concerned personnel any damages that need repairs, e.g. leaking water pipes, broken furniture and fixture, etc.
 - Ensures that all doors and windows are locked and lights are turned off before leaving
 - Move equipment and furnitures around the building
 - Assist with meal service tasks or prepare simple foods occasionally
 - Changed light bulbs
 - Decorate premises for special events
 - Performed other tasks as maybe assigned

84



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

6. GENERAL BEHAVIOUR (including attitude, attendance and grooming)
- No absences/tardiness
 - Always in clean cloth with ID and well-groomed
 - Courteous, diligent, honest, respectable to superior, personnel and visitors
 - Shows initiative and positive attitude towards work and follows protocol of the Office
 - Able to assist co-workers in the successful completion of specific tasks.

DUTIES AND RESPONSIBILITIES OF DRIVERS

1. DRIVING

- Drives the service vehicle
- Driving clients to their desired destinations
- Assist passengers with loading and unloading their luggage
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic on road constructions as needed

2. VEHICLE MAINTENANCE

- Keeps the service vehicle in good condition and performs trouble shooting and maintenance as needed
- Recommends repair or replacement of damaged parts to General services Unit and follows up to ensure vehicle serviceability at all times
- Prepares fuel and oil consumption and distance travelled and submits reports to General Services
- Ensure the car seats are clean and comfortable for all passengers
- Schedule regular car service appointments and report any issues
- Maintain interior and exterior cleanliness of the service vehicle

3. MESSENGERIAL AND PHOTOCOPYING

- Bring memos, documents to offices
- Photocopy documents as needed
- Answer telephone calls and refer the caller to the proper office or personnel or take down the message and relay to the proper office/staff/authority/personnel

4. PROVISION OF ACCURATE TIME RECORDS OF THE SERVICE VEHICLE'S DEPARTURE AND ARRIVAL

8

