



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

May 26, 2023

DIVISION MEMORANDUM

No. 204, s. 2023

**ANNOUNCING THE VACANT POSITION IN THE DEPARTMENT
OF EDUCATION REGION VII**

To: Division Office Personnel
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Attached is the Regional Memorandum No. 0313. S. 2023, announcing the recruitment and selection for the various vacant positions officially opened to all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious affiliation.
2. Please see attached memorandum for your reference.
3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/ADMIN/atm



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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

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 DEPED TAGBILARAN CITY DIVISION
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 BY: *[Signature]* DATE: *[Signature]*

MAY 23 2023

Office of the Regional Director

REGIONAL MEMORANDUM
 No 0313, s. 2023

**Announcing the Vacant Positions in the Department
 of Education Region VII**

To: Schools Division Superintendents
 All Others Concerned

1. This Office hereby announces that the recruitment and selection for the various vacant positions is officially opened to all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious affiliation. Enumerated below are the vacant positions to be filled with the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Administrative Officer IV SG 15 P 36,619.00	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division (Procurement Section)
Administrative Officer V (Supply Officer III) SG 18 P 46,725.00	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division (Asset Management Section)
Administrative Officer V (Cashier III) SG 18 P 46,725.00	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division (Cash Section)
Administrative Officer V (Records Officer III) SG 18 P 46,725.00	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division (Records Section)
Administrative Officer II SG 11 P 27,000.00	1	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division (Procurement Section)



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Nos.: (032) 231:1433; (032) 414-7399
 Email Address: region7@deped.gov.ph

Accountant I SG 12 P 29,165.00	2	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	DepEd Region VII-Finance Division
Administrative Officer II SG 11 P 27,000.00	1	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Finance Division
Administrative Assistant V SG 11 P 27,000.00	1	Completion of 2 years studies in college or high school graduate with relevant vocational/ trade course	8 hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII- Finance Division
Education Program Supervisor SG 22 P 71,511.00	1	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 yrs. as Principal or 2 yrs. as Head Teacher or 2 yrs. as Master Teacher	RA 1080 (Teacher)	DepEd Region VII-Quality Assurance Division
Attorney III SG 21 P 63,997.00	1	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	DepEd Region VII-Legal Affairs Unit
Administrative Officer II SG 11 P 27,000.00	1	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Policy Planning and Research Division
Project Development Officer IV SG 22 P 71,511.00	1	Bachelor's Degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Education Support Services Division
Education Program Specialist II SG 16 P 39,672.00	1	Bachelor's Degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience ***preferably with experience in Training and Development, preparing a research agenda, conducting	PBET: Teacher Career Service (Professional) Second Level Eligibility	DepEd Region VII-Human Resource Development Division

				researches, benchmark studies and other related HR services.		
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The job descriptions of the abovementioned positions are attached as Enclosure 1.

2. All interested applicants whether internal or external to DepEd shall submit the following documentary requirements in two (2) copies to the Records Section of the DepEd Region VII, Sudlon, Lahug, Cebu City and upload soft copies thereof to this link: <https://region7.deped.gov.ph/join-us/> on or before **June 5, 2023**, to wit:

- 2.1 Letter of intent addressed to the Regional Director;
- 2.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience;
- 2.3 Photocopy of valid and updated PRC License/ID, if applicable
- 2.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 2.5 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
- 2.6 Photocopy of Certificate/s of Training, if applicable
- 2.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 2.8 Photocopy of latest appointment, if applicable
- 2.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- 2.10 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 attached as Enclosure 2;
- 2.11 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;
- 2.12 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.

3. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification. No additional documents will be accepted beyond the deadline. In addition, applications with **incomplete documents** shall **not be processed**.

4. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 7, s. 2023, titled "Guidelines on Recruitment, Selection and Appointment in the Department of Education", to wit:

Point System for Evaluative Assessment: Related-Teaching Position

CRITERIA	Breakdown of Points		
	SG 11-15	SG 16-23 and SG 27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L & D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	Total	100

Point System for Evaluative Assessment: Non-Teaching Position

CRITERIA	Breakdown of Points			
	General Services	SG 1-9 (Non- General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	5
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
f. Application of Education	-	10	10	10
g. Application of L & D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

5. The **DepEd Region VII Human Resource Merit Promotion and Selection Board** shall be composed of the following:

Chairperson	Atty. Fiel Y. Almendra Director III/ Assistant Regional Director
Members	Ms. Ida F. Cabantan Chief Administrative Officer (ASD)
	Mr. Misael G. Borgonia Chief Education Supervisor (HRDD)
	Ms. Ameelyn R. Coca Administrative Officer V (HRMO III)

	Chief of the Office where the vacancy exists
	NEU Representative
Secretariat	
Chairperson	Ms. Helen D. Sabino Education Program Supervisor (HRDD)
Members	Ms. Dimple F. Mancol Computer Programmer II (ICTU)
	Ms. Riza B. Guangco Teacher Credentials Evaluator II (ASD)
	Mr. Oscar F. Clitar, Jr. Administrative Assistant I (PAU)
	Mr. Jancent B. Luega Administrative Assistant I (ASD)
	Ms. Jhorina S. Biadnes Administrative Aide VI (ASD)
	Mr. Nelson C. Altirado Administrative Aide VI (ASD)
	Ms. Ma. Cristina F. Payusan Administrative Aide IV (ASD)

6. Below is the indicative schedule of activities relative to the recruitment and selection process:


Date	Activity	Person/ Committee Responsible
May 23-June 5, 2023	Submission of Application Documents	Applicants
June 2, 2023	RSA Guidelines AVP as Orientation to Applicants (a link will be provided to the applicants)	Applicants
May 23-June 5, 2023	Checking of completeness of application documents	HRMO and HRMPSB Secretariat
June 5-16, 2023	Initial evaluation of the Applicant's qualification vis-à-vis the Qualification Standards	HRMO
June 19-23, 2023	Presentation of Initial evaluation results (IER) to HRMPSB and approval of IER	HRMPSB
June 26-30, 2023	Release of Notice to Qualified and Disqualified Applicants and Posting of Initial Evaluation Results	HRMO and HRMPSB Secretariat
July 3-21, 2023	Assessment and Rating of Applicants	HRMPSB
July 24- August 11, 2023	Behavioral Event Interview, Written Test and Work Sample Test of Applicants	HRMPSB
August 14-18, 2023	Conduct of Final Deliberation and Finalization of Comparative Assessment Result	HRMPSB

August 21, 2023	Submission of Comparative Assessment Result to the Appointing Authority	HRMPSB
	Posting of Comparative Assessment Result	HRMO, Secretariat HRMPSB
August 21-25, 2023	Conduct of Background Investigation	BI Team
August 28-31, 2023	Posting of Notice of Issuance of Appointment	HRMO, Secretariat HRMPSB

7. For more information and other concerns, you may contact us at 0945 762 3193/319 1873 loc. 709 or email at hrmpsb.ro7@deped.gov.ph.


8. Expenses incurred by the HRMPSB relative to the conduct of the recruitment and selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
 Director IV
 Regional Director





STJ/FYA/ASD/IFC/arc

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education	Administrative Officer IV (Procurement)	Salary Grade	15
Position Title	Administrative Officer II	Governance Level	Schools Division Office
Parentetical Title	Administrative Officer V	Unit/Division	Administrative Division
Office/Bureau/Service	Administrative Officer V	Effectivity Date	
Reports to		Page/s	
Positions Supervised			
JOB SUMMARY			
The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Preferably has a background in public administration, business management/administration or law.		
Experience	At least 2 years experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program		


DUTIES AND RESPONSIBILITIES	
KRA	
Procurement Planning	<ul style="list-style-type: none"> • Assist the end-user units in the preparation of their procurement documents • Conduct quarterly end-user interface • Assist and review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE • Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units
Procurement Process Management	<ul style="list-style-type: none"> • Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system • Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures. • Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings • Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents • Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan • Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned • Oversee the dissemination of procurement documents to suppliers, contractors and consultants • Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices
Procurement Contracts Management	<ul style="list-style-type: none"> • Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts

DUTIES AND RESPONSIBILITIES	
KRA Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • Assist in the preparation of Inspection Order to be issued by the Schools Division Superintendent (SDS) or the Head of the Administrative Unit, as may be authorized by the SDS, by providing the particulars of the project and items for inspection • Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI • Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures; • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements) • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants • Perform other functions as may be assigned by the Head of Office
Secondary Duties	

	JOB DESCRIPTION	Revision Code: 00 JD No. _____
Department of Education Position Title Administrative Officer V	Salary Grade 18	Regional Office
Parent/Office/Bureau/Service Office/Bureau/Service	Governance Level Administrative Division	Administrative Division
Reports to Chief Administrative Officer	Effectivity Date	
JOB SUMMARY		
To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education. To provide the regional management with technical advice in the management and administration of the regional office.		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelors degree relevant to the job	
Experience	2 years relevant experience	
Eligibility	Career Service Professional (Second Level Eligibility)	
Trainings	8 hours of relevant training	
B. Preferred Qualifications		
Education		
Experience		
Eligibility		
Trainings		

DUTIES AND RESPONSIBILITIES	
KRA	
POLICIES AND GUIDELINES	<ol style="list-style-type: none"> 1. Draft and submit for approval regional memos and letters related to Asset Management policies and guidelines and disseminate such when approved. 2. Conduct periodic field monitoring and evaluation on the implementation of asset management (supply and property management) policies and guidelines in order to submit recommendations for enhancement and improvements. 3. Design/ localize forms and tools utilized for asset management to make it useful for the needs of the regional users.
PROCUREMENT AND ACQUISITION	<ol style="list-style-type: none"> 1. Sign purchase requests upon verification from pertinent documents (e.g. procurement plan, etc) and issues vouchers covering property to be purchased 2. Monitor stock issuances and demands to ensure availability of critical items 3. Make recommendations in determining the kind and quality of supplies, materials and equipment to be purchased based on feedback from users, to get the best available product
CUSTODIANSHIP	<ol style="list-style-type: none"> 1. Validates deliveries based on contract and Purchase Order (PO). 2. Maintains custodianship of all records of property and assets of the regional office for operational and legal use. 3. Conduct periodic inventory report of property and assets to assess their status and make recommendations as to actions needed by management. 4. Recommend and procure insurance for valuable properties and assets of the company. 5. Prepare and submit claims to insurance companies on damaged properties as necessary to recoup loss or make replacement. 6. Keeps record of bondable and accountable employees and officials as basis for issuing clearance upon separation or retirement from the agency.
ASSET DISPOSAL	<ol style="list-style-type: none"> 1. Reviews disposal request based on recommendation. 2. Endorses approval of disposal request.
INVENTORY REPORTS	<ol style="list-style-type: none"> 1. Leads and manage the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action. 2. Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks

KRA	DUTIES AND RESPONSIBILITIES
	<p>on such to validate report and recommendations to management.</p> <ol style="list-style-type: none"> 3. Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to management for actions and decisions. 4. Monitors/obtains report of centrally procured textbook/management/ equipment delivered in the division/ school, integrates and analyzes report and submits recommendation to management based on findings.
<p>Technical Assistance</p>	<ol style="list-style-type: none"> 1. Conducts Property and Supply management (PSM) training to Schools Division Supply Officers and Property Custodian. 2. Monitors SDO reports on PPE/ Inventory and Textbook Inventory and provides technical assistance when needed
<p>PERFORMANCE MANAGEMENT</p>	<ol style="list-style-type: none"> 1. Regularly monitors and evaluates employee performance 2. Provides coaching and guidance to the subordinates in the performance of their functions 3. Monitors and evaluates individual and unit performance against set targets and KPIs. 4. Prepare and manage the work plan and budget for Asset Management Section and submit this to be part of the RO Budget. 5. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Asset Management services goals and targets. 6. Integrate and submit accomplishment report of Asset Management Services to inform RO management of progress, issues, and challenges for corrective action. 7. Conduct performance appraisal feedback and ratings on direct reports towards continues improvement of performance. 8. Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section 9. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

 Department of Education		JOB DESCRIPTION		JD No. _____	Revision Code: 00
				Administrative Officer V (CASH)	18
Position Title	Administrative Officer V (CASH)	Salary Grade	18	Governance Level	Regional Office
Parentetical Title	Administrative Officer V (CASH)	Unit/Division	Administrative Division	Effectivity Date	Administrative Division
Office/Bureau/Service	Administrative Officer V (CASH)	Reports to	Chief Administrative Officer		
Positions Supervised					
JOB SUMMARY					
To supervise the team that will provide the RO with services in disbursement, cash collection, liquidation, and financial reporting in order to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Bachelors degree relevant to the job				
Experience	2 years relevant experience				
Eligibility	Career Service Professional (Second Level Eligibility)				
Trainings	8 hours of relevant training				
B. Preferred Qualifications					

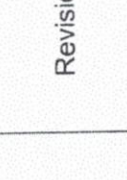
Education	
Experience	
Eligibility	
Trainings	

KRA	DUTIES AND RESPONSIBILITIES
POLICIES AND GUIDELINES	<ul style="list-style-type: none"> · Monitor and gather feedback and observation on implementation of policies and procedures on cash management and cash safety and recommend guidelines and issuances to strengthen cash management. · Monitor adherence to policies and guidelines to ensure proper use, maintenance and control of

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> accountable forms such as official receipts, petty cash vouchers and take corrective action on deviations and misuse of such.

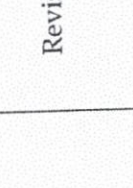
CASH COLLECTION	<ul style="list-style-type: none"> · Review records and cash registry book for all types of collections to ensure that maintenance of records of cash receipts (and disbursements) are according to government rules and regulations · Takes custody of all cash funds and verifies, reviews and consolidates collection reports to ensure proper accounting and reporting of collected cash.. · Deposit daily collection or whenever the amount reaches the maximum allowable collection on hand, note trends in daily cash position and submit report and recommendations. · Implement control procedures or take corrective actions on discrepancies, to safeguard said funds · Manage and account for cash and checks collections from LGU fund transfer, registration fees and sales of bid documents for inclusion in reporting of cash inflow. · Records and maintains updated cash registry book for all types of collections as reference document on cash inflow.
DISBURSEMENT AND REMITTANCES	<ul style="list-style-type: none"> · Initiates and controls the preparation of checks to pay for DepED obligations based on vouchers/claims signed by authorized signatories. · Release approved checks to payees · Secure and encash checks for cash advances · Supervise accounts for receipts and disbursements of funds · Monitor liquidation of cash advances, petty cash and submit reports
SALARIES AND WAGES	<ul style="list-style-type: none"> · Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals · Draw cash advances for salaries and wages, seminars/workshops · Verify salaries, overtime pay and traveling expenses vouchers · Undertake payroll distribution and other disbursements · Computes and deducts insurance premium, government taxes and other payroll deductions · Pays salaries and wages and other disbursements /Controls payroll and prepares vouchers for salaries and wages · Prepares payment of cash for payrolls and vouchers/ Supervises the preparation of payrolls, vouchers and pay envelopes
REPORTS	<ul style="list-style-type: none"> · Store accountable forms in safe and secure area prevent theft and inappropriate use of the forms.

KRA	DUTIES AND RESPONSIBILITIES
UNIT PERFORMANCE	<ul style="list-style-type: none"> · Monitor issuance and submit report to establish accountability and appropriate use. · Prepare replenishment reports, collection and deposit reports and report of checks issued and cancelled for accounting purpose. · Prepare Report on Utilization of Cash to account for cash advances received and spent for accounting purposes · Verify posting of cash advances, disbursements, collections and deposits · Prepare statement of cash accountability · Keep summary balance of monthly cash disbursements ceiling · Prepare remittance advice <ul style="list-style-type: none"> · Prepare and manage the work plan and budget for Cash Section and submit this to be part of the RO Budget. · Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Cash services goals and targets. · Integrate and submit accomplishment report of Cash Services to inform RO management of progress, issues, and challenges for corrective action. · Conduct performance appraisal feedback and ratings on direct reports towards continuous improvement of performance. · Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section · Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

	<p style="text-align: center;">JOB DESCRIPTION</p>	<p style="text-align: center;">JD No. _____</p>	<p style="text-align: center;">Revision Code: 00</p>
<p>Department of Education</p>			
<p>Position Title</p>	<p>Administrative Officer V (Records)</p>	<p>Salary Grade</p>	<p>18</p>
<p>Parentetical Title</p>	<p></p>	<p>Governance Level</p>	<p>Regional Office</p>
<p>Office/Bureau/Service</p>	<p></p>	<p>Unit/Division</p>	<p>Administrative Division</p>
<p>Reports to</p>	<p></p>	<p>Effectivity Date</p>	<p></p>
<p>Positions Supervised</p>	<p></p>	<p></p>	<p></p>
<p>JOB SUMMARY</p>			
<p>To establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office</p>			
<p>To provide technical assistance to Schools Division Office in implementing organizational policies on records management.</p>			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
Education	Bachelors degree relevant to the job		
Experience	2 years relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	8 hours of relevant training		
<p>B. Preferred Qualifications</p>			
Education			
Experience	4 years relevant experience		
Eligibility			
Trainings	40 hours relevant training		

DUTIES AND RESPONSIBILITIES	
KRA RECORDS MANAGEMENT SYSTEM	<ul style="list-style-type: none"> • Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records. • Implement means of recording or preserving information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed. • Implement policies and guidelines on records disposition to determine the ultimate fate of various records. • Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records • Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed. • Verify and certify documents emanating from the RO or documents in possession.
RECEIVING AND RELEASING	<ul style="list-style-type: none"> • Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents. • Monitor critical documents received for the RO for recording, routing, and tracking to be able to respond to management's queries on such documents.
DOCUMENTATION AUTHENTICATION AND VERIFICATION	<ul style="list-style-type: none"> • Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated. • Represents the agency in court to comply with subpoenas ducesteum
REPORTING	<ul style="list-style-type: none"> • Assist Chief Administrative Officer in the preparation of annual reports and other required administrative reports • Provide details and mechanics relevant to the schools division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition. • Prepare report on the conduct and findings of the annual inventory of records and submit

KRA	DUTIES AND RESPONSIBILITIES
TECHNICAL ASSISTANCE	recommendations for retention, maintenance, storage, preservation and disposition Conduct training/ orientation on records management to staff in the schools division, schools and learning centers.
UNIT PERFORMANCE	Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools division. <ul style="list-style-type: none"> • Assist Chief AO in planning, directing and supervising activities of Administrative Services • Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements. • Provide feedback on the performance of the AA VI for Records.

	JOB DESCRIPTION	JD No. _____ Revision Code: 00
Department of Education	Administrative Officer II (Procurement)	11
Position Title	Administrative Officer I	Regional Office
Parent/Office/Bureau/Service	Administrative Officer IV	Administrative Division
Reports to	None	
Positions Supervised		
JOB SUMMARY		
The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelor's degree relevant to the job	
Experience	None required	
Eligibility	Career Service Professional (Second Level Eligibility)	
Trainings	None required	
B. Preferred Qualifications		
Education	Bachelor's degree relevant to the job	
Experience	At least 1 year experience in the conduct of procurement functions	
Eligibility	Career Service Professional (Second Level Eligibility)	
Trainings	Should have at least completed the basic course of the DepEd Procurement Professionalization Program	

DUTIES AND RESPONSIBILITIES	
KRA	
Procurement Planning	<ul style="list-style-type: none"> • Assist the Administrative Officer IV in the conduct of quarterly end-user interface • Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP • Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt of approved procurement requests from the end-user units
Procurement Process Management	<ul style="list-style-type: none"> • Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings • Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents • Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan • Record minutes of Bids and Awards Committee meetings • Submit procurement documents for further review for presentation during the BAC meeting • Develops a supplier, contractor and consultant, and observer database for the central and regional offices. • Updates database regularly • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices
Procurement Contracts Management	<ul style="list-style-type: none"> • Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Assist in the coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Provide administrative support in the implementation and administration of procurement contracts • Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts • Provide administrative support in monitoring compliance with specified terms and conditions of the procurement contracts

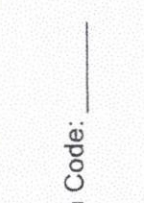
DUTIES AND RESPONSIBILITIES	
KRA Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • Gather data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to the PMR and APCPI • Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices • Encodes latest prices gathered through market survey, and updates prices on a regular basis • Provide administrative support to the RO Inspectorate Team by checking and providing them copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO • Coordinate with School Heads for the delivery of goods procured by the RO or CO • Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants • Coordinates and facilitates actual conduct of meetings with end-users • Perform other functions as may be assigned by the Head of Office
Administrative & Records Management	
Secondary Duties	



<p align="center">JOB DESCRIPTION</p>		<p align="center">JD No. _____</p>	<p align="center">Revision Code: _____</p>
Department of Education	Accountant I	Salary Grade	12
Position Title		Governance Level	Regional Office
Parentetical Title	RO – Finance Division	Unit/Division	Accounting Section
Bureau/Service /Division	Accountant III	Effectivity Date	
Reports to			
Positions Supervised			
JOB SUMMARY			
<p>Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Commerce/Business Administration major in Accounting		
Experience	None required		
Eligibility	RA 1080 (CPA)		
Trainings	None required		
B. Preferred Qualifications/Recommended additional requirements			
Education			
Experience			
Eligibility			
Trainings			


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ul style="list-style-type: none"> Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. <ul style="list-style-type: none"> ↳ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ↳ Checks the accuracy, validity and appropriateness of income and expenditure transactions. ↳ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. ↳ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. ↳ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. ↳ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.

 Department of Education	JOB DESCRIPTION	Revision Code: _____
Position Title	Accountant I (Payroll)	JD No. _____
Parent/Service Bureau/Division	RO – Finance Division	Salary Grade 11
Reports to	Accountant III	Governance Level Regional Office
Positions Supervised		Unit/Division Accounting Section
JOB SUMMARY		
Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelor's degree in Commerce/Business Administration major in Accounting	
Experience	None required	
Eligibility	RA 1080 (CPA)	
Trainings	None required	
B. Preferred Qualifications/Recommended additional requirements		
Education		
Experience		
Eligibility		
Trainings		

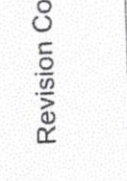
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Plots/Schedules Finance Division Activities	<ul style="list-style-type: none"> Schedules/calendars Finance Division/Accounting Section activities such as , meetings/appointments of the Chief with other offices and with staff, , visits to the schools

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Records Management	<p>division, etc, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</p> <ul style="list-style-type: none"> • Receives, records and routes documents addressed to the Finance Division/Accounting Section 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. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • 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	<ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of Accounting Section
Secretariat/Frontline	<ul style="list-style-type: none"> • Prepares clearances and certifications upon request for the signature of proper authorities. • Coordinates travel bookings of staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned • Receives and routes incoming calls to or logs information and notifies the concerned party • Greets and entertains office visitors and responds to their needs • Logs concerns brought to the office and follow through on inquiries • Perform other functions that may be assigned by superiors.


 Department of Education	JOB DESCRIPTION	Revision Code: _____ JD No. _____
Position Title	Administrative Officer II	11
Parent/Service /Division	Budget Officer I	Regional Office
Reports to	Finance Division	Budget Section
Positions Supervised	Administrative Officer V	
JOB SUMMARY		
Provides support to the budget and fiscal staff of the Region		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelor's degree	
Experience	None required	
Eligibility	Career Service Professional (Second Level Eligibility)	
Trainings	None required	
B. Preferred Qualifications/Recommended additional requirements		
Education		
Experience		
Eligibility		
Trainings		
Others	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	

KEY RESULT AREAS/	DUTIES AND RESPONSIBILITIES
Budgeting System	<ul style="list-style-type: none"> Assist and gather data and information in installing and implementing in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	agency. <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct review of the budgeting system towards its continuous improvement.
Budget Preparation	<ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations
Budget Execution	<ul style="list-style-type: none"> • Assist in the gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units
Budget Accountability and Reports	<ul style="list-style-type: none"> • Assists in the gathering of data needed in the preparation of budget accountability reports

	JOB DESCRIPTION	Revision Code: _____
Department of Education	JD No. _____	
Position Title	Administrative Assistant V (Payroll)	11
Parent/Supervising Title	Data Controller III	Regional Office
Bureau/Service /Division	RO – Finance Division	Accounting Section
Reports to	Accountant III	
Positions Supervised	JOB SUMMARY	
<i>Responsible for the preparation of financial and accountability reports for submission to the management and oversight agencies and recording of financial transactions in the books of accounts.</i>		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Completion of 2 years studies in college	
Experience	2 years of relevant experience	
Eligibility	Career Service (Sub professional) First Level Eligibility	
Trainings	8 hours of relevant training	
B. Preferred Qualifications/Recommended additional requirements		
Education		
Experience		
Eligibility		
Trainings		
KEY RESULT AREA/S		
Financial Records and Reports	DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> Prepares the financial and accountability reports for submission to the Management, 		


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES <i>Commission on Audit, Department of Budget and Management and other oversight agencies</i>
	<ul style="list-style-type: none">• Prepares schedules to support the financial statements/reports• Keeps the books of original entry and books of final entry• Posts financial transactions from the books of original entry to the general ledger• Foots and balances the general ledger and keeps various subsidiary ledgers• Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances.• Prepares correspondence on financial and bookkeeping matters.• Monitors release of cash advances to both elementary and secondary schools without complete set of books• Coordinate tasks as maybe assigned by the immediate supervisor.

 Department of Education	JOB DESCRIPTION		Revision Code: 00
			JD No. _____
	Position Title	Education Program Supervisor	22
	Parentetical Title		Regional Office
	Bureau/Service	Chief Education Supervisor	Quality Assurance Division
Reports to			
Positions Supervised			
JOB SUMMARY			
<p>This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions.</p> <p>Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's degree relevant to the job		
Experience Eligibility	At least 2 years experience as Principal or Head Teacher or Master Teacher		
Trainings	RA 1080 (Teacher)		
	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience	At least 1 year experience in DepED		
	At least 1 year relevant experience in Evaluation or Research		

Eligibility	24 hours relevant training in M&E/ Evaluation
Trainings	

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREAS Quality Assurance Standards and Policy Formulation & Adoption	<ul style="list-style-type: none"> • Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS) • Designs QA-M&E processes and tools to operationalize the QMS framework of the region • Coordinates the development of regional guidelines/standards/tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers). • Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems • Facilitates group processes for the review of existing national standards for its localization as appropriate to the region • Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes • Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.
Progress M&E	<ul style="list-style-type: none"> • Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement • Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division • Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards. • Prepares M & E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions. • Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREAS	
Results M&E	<p>program/project goals and objectives.</p> <ul style="list-style-type: none"> • Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators • Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes. • Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges. • Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards • Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school • Identify, gather data/ research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.
Coordination with Other RO Units	<ul style="list-style-type: none"> • Assists Chief of QAD in communicates M & E results to concerned FDs/Units and schools division management teams • Participates in designing and crafting REDP that will set the strategic directions for the region • Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region
Technical Assistance	<ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region
Unit Performance	<ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit • Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit

	<p style="text-align: center;">JOB DESCRIPTION</p>	JD No. _____	Revision Code: _____	
Department of Education		Attorney III	Salary Grade 21	Regional Office
Position Title		Office of the Regional Director	Governance Level	Legal Unit
Parentetical Title		Attorney IV	Unit/Division	
Bureau/Service/Division	Schools Division Superintendent (with respect to the provision of legal service to Schools Division Offices without Attorney positions/appointees)	Effectivity Date		
Reports to	Assists the Atty IV in supervising the Special Investigator III, Legal Assistant II, Administrative Assistant I			
Positions Supervised	JOB SUMMARY			
	The Attorney III assists the Attorney IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through:			
	<ul style="list-style-type: none"> • Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and • Effective and efficient delivery of in-house legal services. 			
	S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.			
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor of Laws			
Experience	1 years of relevant experience			
Eligibility	RA 1080 (Bar)			


Trainings	4 hours of relevant training
B. Recommended Additional Requirements	
	Excellent written and verbal communication skills
	At least 1 year of supervisory and managerial experience
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
	MCLE Compliant
DUTIES AND RESPONSIBILITIES	
KEY RESULT AREA/S	
Impartial, Evidence-Based, and Speedy Disposition of Complaints and Cases (includes private school matters)	<ul style="list-style-type: none"> • Evaluates and makes recommendations on complaints • Evaluates and makes recommendations on matters/issues involving private schools • Conducts preliminary/fact finding investigation in sensitive and complex complaints, including matters concerning private schools • Appears in hearings/proceedings for the prosecution of administrative cases • Prepares resolution, formal charge, decision, comment for cases on appeal and other pleadings • Drafts decisions and other actions on complaints filed against private schools
Effective and Efficient In-House General Legal Services	<ul style="list-style-type: none"> • Prepares legal opinion, interpretation and / or advice on laws, rules and regulations, and policies concerning the Department • Prepares/recommends replies or actions on legal matters • Drafts/reviews contracts, agreements and other legal instruments • Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction • Assists in cases handled by the Office of the Solicitor General • Appears in tribunals and administrative bodies in behalf of RO/SDO • Performs other functions as may be assigned by the appropriate authority
Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law	<ul style="list-style-type: none"> • Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules • Assists the Attorney IV in representations and coordination tasks for the Legal Unit

DUTIES AND RESPONSIBILITIES

KEY RESULT AREA/S

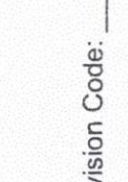
Legal Service to SDOs without Attorney III positions/appointees

- Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO
- Assists Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested
- Evaluates requests for clearance and certification on pendency and non-pendency of administrative case
- Assists the Office of the Schools Division Superintendent in safeguarding the Department's rights and interests on school sites
 - Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of schools sites
 - Prepares/ reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration)
 - Coordinates with appropriate authorities for issues/ concerns relating to school sites
 - Conducts ocular inspection on school sites to validate issues and concerns.
- Assists the OSDS in the timely submission of report on matters which are required by law and rules (WFP and APP), as may be applicable
- Performs other tasks as may be assigned by the SDS

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: _____</p>
<p>Administrative Officer II</p>		<p>Salary Grade</p> <p align="center">11</p>	<p>Governance Level</p> <p align="center">Regional Office</p>
<p>Parent/Service/Division</p>	<p>Chief Education Program Supervisor</p>	<p>Effectivity Date</p>	
<p>Reports to</p>	<p>Chief Education Program Supervisor</p>		
<p>Positions Supervised</p>	<p align="center">JOB SUMMARY</p>		
<p>Provides prompt and effective support to the regional office and schools divisions in the implementation of planning and budgeting, as well as in the preparation and dissemination of policies, guidelines, and reports, in coordination with the regional budget office.</p>	<p align="center">QUALIFICATION STANDARDS</p>		
<p>A. CSC Prescribed Qualifications</p>	<p>Education</p> <p>Bachelors degree</p>		
<p>Experience</p>	<p>No required experience</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>No required training</p>		
<p>B. Preferred Qualifications</p>	<p>Education</p>		
<p>Experience</p>	<p>At least 1 year relevant experience</p>		
<p>Eligibility</p>	<p>Computer literate (word processing, spreadsheets, presentation software, internet use)</p>		
<p>Trainings</p>	<p>4 hours training</p>		

DUTIES AND RESPONSIBILITIES	
<p>KRA</p> <p>Planning Frame, System And Plans</p>	<p>Draft policies, guidelines and reports related to planning and budgeting based on national guidelines and adaptability to local situation and disseminate upon approval.</p> <ul style="list-style-type: none"> • Prepare reports on the tracking of physical targets and accomplishments based on SARO (PAPs), NOSCA (ERF, Reclass, Conversion) to provide management with feedback on progress. • Perform validation and profiling of resource allocation (Teachers, Classrooms, WatSan, Seats, Textbooks) to identify gaps in resources. <p>Specific tasks:</p> <ul style="list-style-type: none"> • Keep updated and complete record of the SARO on PAPs, NOSCA of newly created position items. • Consolidate Reports on the Progress of the PAPs Implementation and Fund Utilization from the PAPs Managers • Evaluate and analyze the progress on the utilization of funds in the implementation of the PAPs for policy formulation • Process documents related to filling up of newly created items • Keep track on the deployment of the position items and distribution of resources • Consolidate NOSCA on Reclassification. ERF and Conversion to MTs • Consolidate Reports gathered from the Regional EXECOM and other meetings for analysis, policy recommend-ation, and decision making • Validate and submit Reports on Profile and Assignment of Teachers and Teacher items
<p>Policies And Standards</p>	<ul style="list-style-type: none"> • Prepare report on observations on policy implementation results as gathered from monitoring and evaluation reports, and identify planning implications and policy adjustments or enforcement.
<p>Education Data Mgmt System</p>	<ul style="list-style-type: none"> • Encode into the data base system reliable and updated basic education data to generate reliable and updated reports. • Maintain a functional basic education information system by regular data clean up and system maintenance to make data available at all times. • Analyze user request for data and process education data in different formats (tabular, graphical, etc.) to respond to user requirement. <p>Specific to the EBEIS</p> <ul style="list-style-type: none"> • Generate EBEIS-QC, EBEIS-PI, EBEIS-SSM • Compile Form 3 by Schools Division for validation purposes • Consolidate June enrolment data per week for media updates and Weekly Reports on Enrolment to

DUTIES AND RESPONSIBILITIES	
KRA	DepED CO <ul style="list-style-type: none"> • Organize data from BEIS and reports for data needed by the stakeholders/ Researchers • Update Records of NAT Results for planning • Organize data of the BEIS-PI to determine the education outcomes • Validate EBEIS Data for the Situational Analysis including Educational Resources • Organize EBEIS data for Report Cards to the Congressmen, City Mayors, and Governors • Assess stakeholder's needs and interest and recommend dissemination strategies and formats of research findings appropriate to the stakeholder
Research	
Technical Assistance	<ul style="list-style-type: none"> • Assess the needs of schools divisions for technical assistance on administrative systems and procedure related to budget plans. • Provide technical assistance to schools divisions in relation to budget plans

 <p>Department of Education</p>	JOB DESCRIPTION		Revision Code: _____
Position Title	Project Development Officer IV	Salary Grade	22
Parent/Office/Bureau/Service		Governance Level	Regional Office
Reports to	Chief Education Supervisor	Unit/Division	Education Support Services Division
Positions Supervised	Engineer III, PDO II, Draftsman II, Administrative Assistant I	Effectivity Date	
JOB SUMMARY			
<p>To develop, supervise implementation of special programs and projects of the regional office to provide support to the holistic development of learners (non-curricular*) and provide technical assistance to Schools Division to help schools establish a conducive learning environment and ensure learner overall readiness to learn. <i>*oversight to programs related to learner development: e.g. palaro, leadership development, boy scouting, girl scouting, etc. and educational support e.g. brigade eskwela, adopt a school, etc.</i></p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	At least 3 years of relevant experience		
Eligibility	Career Service (Professional) Second Level Eligibility		
Trainings	16 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Partners and Donors	<ul style="list-style-type: none"> • Search and explore potential donors and partners for education support programs and participate in relevant meetings and functions to establish possible areas for collaboration. • Review project /partnership proposals to check for alignment to DepEd policies, guidelines and standards and values. • Draft MOUs/MOAs, and contracts with partners for recommendation to the regional director. • Prepare draft of localized policies and standards for engaging partners and donors in order to protect DepEd interest and values. • Develop and implement initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education
Advocacy	<ul style="list-style-type: none"> • Develop and implement a strategic information, education advocacy programs to raise understanding and increase resource and support for programs to improve the delivery of basic education among stakeholders. • Develop and produce advocacy materials to promote visibility and recall.
Programs and Projects	<ul style="list-style-type: none"> • Provide technical inputs towards developing regional plans and strategies to improve education support to learner the holistic development of learners in order to focus resources of the region and guide selection of donors and partners. • Develop and submit concept papers and program/project designs and proposals for funding, partnerships undertakings. • Review and evaluate technical documents (e.g. project proposals, draft MOAs) for submission and approval of regional management. • Facilitate and coordinate with stakeholders as needed, the development of work plans to implement programs and projects. • Develop and implement information, education advocacy programs to raise understanding and gather support for current programs and projects. • Conduct monitoring and evaluation (together with QAD) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support. • Conduct assessment and evaluation of programs and projects (with QAD) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects.
Unit Performance	<ul style="list-style-type: none"> • 1. Undertake day-to-day supervision of the operations of the ESS Division to ensure delivery of commitments and quality service.

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	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			
	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.