



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

**Office of the Schools Division
Superintendent**

March 08, 2024

DIVISION MEMORANDUM

No. 164, s. 2024

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

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Section and Unit Heads
Public Elementary and Secondary School Heads
All Other Concerned

1. This Office hereby announces the vacant positions in the Department of Education Region VII and invites all interested applicants regardless of age, civil status, disability, ethnicity, gender and religious affiliation to submit their application documents for the said vacant positions.
2. For details, please refer to the attached Regional Memorandum No. 182, s. 2024.
3. Immediate and wide dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/ADMIN/atm



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

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 BY *[Signature]* DATE 3/6/2024

Office of the Regional Director

REGIONAL MEMORANDUM

No. 182 s. 2024

05 MAR 2024

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

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. This Office hereby announces the vacant positions in the Department of Education Region VII and invites all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious affiliation to submit their application documents for the vacant positions with the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Accountant I	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 Assistant I	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Finance Division
Administrative Assistant I	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Office of the Regional Director (Public Affairs Unit)
Administrative Assistant I	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII- Human Resource Development Division
Administrative Assistant I	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Policy Planning and Research Division
Administrative Assistant I	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Quality Assurance Division



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639457623193 local 700

DepEd Tayo Region VII region7.deped.gov.ph

Planning Officer III	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Policy Planning and Research Division
Education Program Supervisor	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
Project Development Officer II	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Office of the Regional Director (Public Affairs Unit)
Education Program Specialist II	2	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	PBET:Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	DepEd Region VII-Human Resource Development Division
Administrative Officer IV	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Administrative Services Division
Administrative Aide VI	2	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Administrative Services Division
Librarian II	1	Bachelor's Degree in Library Science or Information Science or Bachelor's Degree in Education/Arts major in Library Science	4 hours of relevant training	1 year relevant experience	RA 1080 (Librarian)	DepEd Region VII-Curriculum Learning and Management Division
Administrative Assistant III	1	4 hours of relevant training 1 year relevant experience	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Administrative Services Division

Administrative Assistant III	1	4 hours of relevant training 1 year relevant experience	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Finance Division
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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 **two (2) copies** of their application documents to the **Records Section** of the DepEd Region VII, Sudlon, Lahug, Cebu City and **upload soft copies** to this link: <https://region7.deped.gov.ph/join-us/> on or before **5:00 PM of March 15, 2024**. The following are the documentary requirements, 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.

For positions with experience requirement, items 2.1-2.9 enumerated above are mandatory requirements while Items 2.1-2.5 are mandatory requirements for positions with no experience requirement. Applications with **incomplete documents shall not be processed.**

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.

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: 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

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

Interested applicants may refer to Enclosure No. 5 of DepEd Order No. 007, s. 2023 titled "Criteria and Point System for Hiring and Promotion to Non-Teaching Positions" for the guidance and reference of all interested applicants.

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

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
March 5-15, 2024	Submission of Application Documents	HRMPSB and applicants
March 18-26, 2024	Initial Evaluation of Application Documents	HRMO
April 1-12, 2024		
April 15-30, 2023	Presentation of Initial Evaluation Results to the HRMPSB Members	HRMO, HRMPSB Members
Mat 2-3,17, 2024	Posting of Initial Evaluation Results	HRMO, HRMPSB Secretariat
May 20-31, 2024	Written Test, Work Sample Test and Behavioral Event Interview	HRMPSB Members and Secretariat
June 3-28, 2024		
July 1-26, 2024		
August 1-2,5-23, 2024	Posting of Comparative Assessment Results	HRMO, HRMPSB Secretariat

The above schedule is still tentative and is subject to change. Applicants are advised to check their email addresses for updates on the schedule of activities.

7. For more information and other concerns, you may contact us at 0945 762 3193/319 1873 loc. 700 or email at hrrmpsrb.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

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.




Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Accountant I	Salary Grade	12
Parentetical Title		Governance Level	Regional Office
Bureau/Service /Division	RO – Finance Division	Unit/Division	Accounting Section
Reports to	Accountant III	Effectivity Date	
Positions Supervised			
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
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**


- 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.
 - ↳ 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.

 <p>Department of Education</p>	<p style="text-align: center;">JOB DESCRIPTION</p> <p>Administrative Assistant I</p> <p>Chief Administrative Officer, Supervising Administrative Officer</p>	<p>JD No. _____</p> <p>Salary Grade Governance Level Unit/Division Effectivity Date</p>	<p>Revision Code: 00</p> <p>07 Regional Office</p>
JOB SUMMARY			
<p>To provide administrative support in the effective and efficient operation of the Finance Division.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least two year college level		
Experience	None required		
Eligibility	Career Service (Subprofessional) First Level Eligibility		
Trainings	None Required		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Secretarial/Frontline and Administrative Support</p>	<ul style="list-style-type: none"> • Schedules and keep track of Finance Division's meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time • Received/routed calls • Respond to visitors • Follow through on inquiries • Prepare or encode into electronic format word documents and other presentation materials • Provide assistance and administrative support to training and conferences as assigned. • Coordinate preparation of documents and supporting documents and forms needed in the operations of the Finance Division. • Prepare requests for office equipment and office supplies for Finance Division
<p>Records Management</p>	<ul style="list-style-type: none"> • Receive, record and route documents addressed to Finance Division 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. • Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference
<p>Secondary Duties</p>	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the superior

 <p>Department of Education</p>	JOB DESCRIPTION		JD No. _____	Revision Code: _____
Position Title	Administrative Assistant I			
Parentetical Title	Salary Grade			
Bureau/Service /Division	Office of the Regional Director		Governance Level	Regional Office
Reports to	Administrative Officer V		Unit/Division	Public Affairs Unit
Positions Supervised	None			
JOB SUMMARY				
To provide general administrative and clerical support to the Unit Head and staff for the effective and efficient operation of the PAU. To participate in the organization's administrative work group.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Completion of two year studies in college or high school graduate with technical-vocational course			
Experience	None required			
Eligibility	Career Sub Professional (First Level Eligibility)			
Trainings	None required			
B. Preferred Qualifications/Recommended Additional Requirements				
Education				
Experience				
Eligibility				
Trainings				
Others	<ul style="list-style-type: none"> • Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet 			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Plots/Schedules PAU's Activities	<ul style="list-style-type: none"> • Schedules/calendars events or activities of the Public Affairs Unit such as presscons, meetings, seminars, training-workshop and the likes and confirms attendance of the concerned staff for efficient coordination with personnel.
Records Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to PAU 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 • Provide general administrative, office, and clerical support for the Public Affairs Department including word processing, copying, scanning, mail handling, check requests, and computer help desk functions.
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 press conferences, training, seminars and meetings as assigned. • Coordinates preparation of documents needed in the operations of the Unit • Ensure security of office equipment and availability of office supplies • Perform event planning and meeting support for internal and external activities, including all aspects of meeting logistics such as invitations, materials production, venue planning, travel, vendor relations, food and refreshments, and staff support for event. • Perform other functions that maybe assigned from time to time by the Unit Head.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title Administrative Assistant I		Salary Grade 7	Governance Level Regional Office
Parentetical Title Bureau/Service /Division		Unit/Division Humam Resource Development Division	
Reports to Chief Education Supervisor		Effectivity Date	
JOB SUMMARY			
To assist the HRD management and staff and provide administrative support in the effective and efficient operation of the Human Resource Development Division			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least Two year college level		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	Bachelors degree or 2 years relevant experience		
Experience	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
Plots/Schedules HRDD Activities	<ul style="list-style-type: none"> Schedules/calendars HRD activities such as T&D activities, 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 Keeping	<ul style="list-style-type: none"> Receives, records and routes documents addressed to the HRDD 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 HRDD records and documents retrievable and accessible while ensuring the safety and security of files.
Administrative Support	<ul style="list-style-type: none"> Provides administrative support/logistics needs in the implementation of HRDD programs/projects/activities initiated by Human Resource Development Division through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Chief and other EPS by preparing required documents/forms Prepares PowerPoint presentation drafted by the Chief, EPS and other trainers/facilitators for use in any scheduled training/seminar-workshops Assist in the implementation of HR services and systems such as HRIS, HR planning : search, competency assessment, selection and placement, succession planning and career development/management, performance management, reward and recognition system and exit and retirement program by recording and keeping accurate data, systematic records
Secretariat/Frontline	<ul style="list-style-type: none"> 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. 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 HRDD



Department of
Education

JOB DESCRIPTION


		JD No. _____	Revision Code: _____
Position Title	Administrative Assistant I	Salary Grade	7
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division		Unit/Division	Policy Planning and Research Division
Reports to	Chief Education Program Supervisor	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
Assists the management and staff and provide administrative support in the effective and efficient operation of the PPR Division			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least Two year college level		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	<i>Bachelors degree</i>		
Experience	2 years relevant experience <i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i> <i>Computer literate (word processing, spreadsheets, presentation software, internet use</i>		
Eligibility			
Trainings			

DUTIES AND RESPONSIBILITIES	
KRA	
Record Keeping	<ul style="list-style-type: none"> • Calendar PPRD activities and notify concerned staff • Receive, record and route documents addressed to the PPRD 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. • Maintain a filing system that makes records and documents retrievable and accessible, while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned by the Chief, distribute copies of the minutes to concerned parties, as well as files a copy for future reference
Administrative Support	<ul style="list-style-type: none"> • Prepare or encode into electronic format word documents and other presentation materials • Provide assistance and administrative support to training and conferences as assigned. • Coordinate preparation of documents needed in the operations of PPRD



Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title Parentetical Title		Salary Grade Governance Level	7 Regional Office
Bureau/Service		Office/Division	Quality Assurance Division
Reports to Positions Supervised		Effectivity Date	
JOB SUMMARY			
This position provide administrative support to the management and staff in the effective and efficient operation of the Quality Assurance Division			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least Two year college level		
Experience	No required training		
Eligibility	No required experience		
Trainings	Career Service Professional (First Level Eligibility)		
B. Preferred Qualifications			
Education	Bachelors degree		
Experience	2 years relevant experience		
Trainings	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Records Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the QAD 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 QAAD • Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	<ul style="list-style-type: none"> • Schedules/calendars QAD 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 • Travel bookings made • Appointment, venue, meals arranged • Received/routed calls • Visitors responded to • Follow through on inquiries

 Department of Education	JOB DESCRIPTION	JD No. _____ Revision Code: _____
Position Title	Planning Officer III	Salary Grade 18
Parentetical Title		Governance Level Regional Office
Bureau/Service/Division		Unit/Division Policy Planning and Research Division
Reports to	Chief Education Program Supervisor	Effectivity Date
Positions Supervised		
JOB SUMMARY		
Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users		
To monitor and evaluate implementation of policies and guidelines related to planning and education data management systems at the Schools Division.		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelors Degree Relevant to the Job	
Experience	2 years of relevant experience	
Eligibility	Career Service (Professional) Second Level Eligibility	
Trainings	8 hours relevant training	
B. Preferred Qualifications		
Education		
Experience	<i>at least 1 year experience in DepED</i> <i>ICT literate: word, data processing, spreadsheet and presentation software, internet</i> <i>Computer literate (word processing, spreadsheets, presentation software, internet use</i>	
Eligibility		
Trainings		

KRA	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems And Plans	<p>A. Budget Proposal preparation</p> <ul style="list-style-type: none"> • Analyze Gaps/Needs for crucial resources by consolidating identified needs in their education plans. • Assist Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal • Analyze basic education data and provide valid, accurate, timely and relevant data and information for planning • Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region. • Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management. • Facilitate endorsement of the Budget Proposal by the Regional Development Council (RDC) <p>B. Budget Execution</p> <ul style="list-style-type: none"> • Summarize PAPs with the Allocation from the NEP/GAA • Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans • Guide the School Divisions and RO-Functional Divisions Staff in preparing their annual operational plans to • Validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness.
Policies And Standards	<ul style="list-style-type: none"> • Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context. • Draft policies and guidelines on Implementation of specified standards.
Education Data Mgmt System	<ul style="list-style-type: none"> • Update and maintain the systems utilized in Data Center of the Region and conducts periodic quality checks. • Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and updating of the technological hardware and

KRA	DUTIES AND RESPONSIBILITIES
Research	<p>software</p> <ul style="list-style-type: none"> Review research objectives and recommend appropriate data processing tools for particular research studies Provide technical advice to research study teams on descriptive statistical analysis as may be necessary and applicable to the purpose of the study
Technical Assistance	<ul style="list-style-type: none"> Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools divisions as basis for the region's provision of technical assistance. Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR-related concerns of the schools division in the region Draft policy recommendations based on data gathered in the course reviewing DEDP and conducting situation assessment and need-analysis, as well as in providing technical assistance

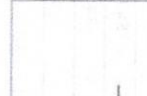


JOB DESCRIPTION		Revision Code: 00
Department of Education	JD No. _____	
Position Title	Education Program Supervisor	22
Parentetical Title		Regional Office
Bureau/Service		Quality Assurance Division
Reports to	Chief Education Supervisor	
Positions Supervised		
JOB SUMMARY		
<p>This position provides 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	At least 2 years experience as Principal or Head Teacher or Master Teacher	
Eligibility	RA 1080 (Teacher)	
Trainings	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

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Results M&E</p>	<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.
<p>Coordination with Other RO Units</p>	<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
<p>Technical Assistance</p>	<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
<p>Unit Performance</p>	<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>Department of Education</p>	<p>Revision Code: _____</p>	<p>JD No. _____</p>
<p>Position Title</p>	<p>Project Development Officer II</p>	<p>Salary Grade</p>	<p>15</p>
<p>Parentetical Title</p>	<p>Office of the Regional Director</p>	<p>Governance Level</p>	<p>Regional Office</p>
<p>Bureau/Service /Division</p>	<p>Admin Officer V (Information Officer)</p>	<p>Unit/Division</p>	<p>Public Affairs Unit</p>
<p>Reports to</p>	<p>Admin Officer V (Information Officer)</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>	<p></p>	<p></p>	<p></p>
<p>JOB SUMMARY</p> <p>Provide assistance to the Information Officer III in the general functions stated. Act as the Alternate Information Officer. Manage information and communication platforms in support of information dissemination and crisis management..</p>			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Bachelor's Degree Relevant to the Job</p>		
<p>Experience</p>	<p>1 Year of Relevant Experience</p>		
<p>Eligibility</p>	<p>Career Service Professional (2nd Level Eligibility)</p>		
<p>Trainings</p>	<p>4 Hours Relevant Training</p>		
<p>B. Preferred Qualifications/Recommended Additional Requirements</p>			
<p>Education</p>			
<p>Experience</p>			
<p>Eligibility</p>			
<p>Trainings</p>			
<p>Others</p>			


KEY RESULT AREAS/S	DUTIES AND RESPONSIBILITIES
<p>Communication Systems and Processes</p>	<ul style="list-style-type: none"> To implement the national communications framework developed at the national level and to manage communication protocols at the RO and SDOs To follow set standards on issuances of print and non-print materials as prescribed by the Department To facilitate immediate action on matters concerning the Region in coordination with the concerned Unit/Divisions/SDOs
<p>Communication Linkages</p>	<ul style="list-style-type: none"> To facilitate the conduct of media and public relations events To prepare and develop project/communication proposals for approval of the Unit Head and/or the Regional Director and facilitate its successful implementation To provide information/updates for utilization in the print, broadcast, and online communication platforms of the Unit
<p>Communication Support</p>	<ul style="list-style-type: none"> To act as the alternate Information Officer in his/her absence To prepare information materials (messages, speeches, talking points, consolidated data) needed for RD's interview, press conferences/media briefings and other Public Relations (PR) engagements To assist in coordination with the concerned Unit/Division/SDOs other agencies in preparation of incident reports and updates for timely indorsement of the Unit Head To cover/document events and file and organize output materials To gather information and consolidate data for internal and external clients



Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: 00
Position Title	Education Program Specialist II	Salary Grade	16	
Parentetical Title	None	Governance Level	Regional Office	
Office/Bureau/Service	Human Resource Development Division (HRDD)	Unit/Division		
Reports to	Chief Education Supervisor (Division Chief)	Effectivity Date	April 24, 2020	
Positions Supervised	None			
JOB SUMMARY				
<p>This position is responsible for assisting the Human Resources Development Division (HRDD) Chief and Senior Education Program Specialist in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also assists in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.</p>				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's degree in Education or its equivalent			
Experience	2 years experience in education research, development, implementation or other relevant experience			
Eligibility	RA 1080 (PBET/LET)			
Trainings	Career Service (Professional) Appropriate Eligibility for Second Level Position 4 hours of relevant training			
B. Preferred Qualifications				
Education	Master's degree in Education or in a relevant discipline			
Experience	3 years of relevant experience in the development of professional learning programs			
Eligibility	PBET; Teacher, Career Service (Professional) Appropriate Eligibility for Second Level Position			
Trainings	8 hours of relevant training,			

KEY RESULT AREA/S

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Program Development and Delivery	<ol style="list-style-type: none"> 1. Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context 2. Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors
Program Evaluation	<ol style="list-style-type: none"> 1. Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region 2. Conduct evaluation of PD interventions within the region
Liaison	<ol style="list-style-type: none"> 1. Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs). 2. Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO
Secondary Duties	<ol style="list-style-type: none"> 1. Perform other functions as assigned.

		JOB DESCRIPTION	Revision Code: 00
Department of Education		JD No. _____	
Position Title	Administrative Officer IV (GS)	Salary Grade	15
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Chief Administrative Officer	Effectivity Date	
Positions Supervised			

JOB SUMMARY

To supervise the team that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property, the maintenance of facilities, and provision of transportation in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Bachelors 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	
Experience	
Eligibility	
Trainings	



GUIDELINES	KRA	DUTIES AND RESPONSIBILITIES
<p>SECURITY OF PERSONNEL AND PROPERTY</p>		<ul style="list-style-type: none"> • Monitor implementation of policies and guidelines related to General Services and recommend enhancements to Chief AO towards continuous improvement of services. • Develop together with management an "RO Safety and Security Plan" to manage risks on the safety and security of RO personnel, facilities, properties and documents and monitor implementation of such plan. • Search and Initiate procurement of services of a Security Agency for the RO and manage the contract with the agency. • Regularly conduct an inspection of RO premise to note and recommend actions against safety and security risks.
<p>MAINTENANCE OF RO GROUNDS and FACILITIES</p>		<ul style="list-style-type: none"> • Develop and implement RO office configurations and utilization plans and initiate necessary constructions for the various offices in the RO • Initiate procurement of Janitorial Services for the RO and monitor contract with service provider. • Develop and implement a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation. • Monitor and ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.) • Develop and implement with management an RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities.
<p>TRANSPORT AND MOTORPOOL SERVICES</p>		<ul style="list-style-type: none"> • Set guidelines and standards for driving and transport maintenance to ensure safety and comfort of client and proper use of vehicles'. • Approve trip schedules and monitor trip tickets to ensure efficiency in the use of vehicles. • Submit gas consumption reports for budgeting purpose. • Monitor vehicle servicing, repair and maintenance to ensure longevity of vehicle utilization.


KRA	DUTIES AND RESPONSIBILITIES
<p>UNIT PERFORMANCE</p>	<ul style="list-style-type: none"> • Assist Chief AO in planning, directing and supervising activities of Administrative Services related to General Services • Determine and implement the (Gen Services) work plans, identify and acquire resource requirements to support the plan. • Provide feedback on the performance of the staff under General Services unit • Integrate and submit accomplishment report to Chief AO on general services status, issues, and challenges for resolutions • Conduct regular meetings of General Services staff for regular updates and work coordination • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of General Services' goals and targets. • 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>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p>	<p align="center">Revision Code: 00</p>	
<p>Position Title</p>		<p>Administrative Aide VI (Asset)</p>	<p>Salary Grade</p>	<p>06</p>
<p>Parent/Office/Bureau/Service</p>		<p>Administrative Aide VI (Asset)</p>	<p>Governance Level</p>	<p>Regional Office</p>
<p>Reports to</p>		<p>Administrative Officer V</p>	<p>Unit/Division</p>	<p>Administrative Division</p>
<p>Positions Supervised</p>		<p>Administrative Officer V</p>	<p>Effectivity Date</p>	
<p>JOB SUMMARY</p>				
<p>To provide support in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the RO</p> <p>To assist and provide administrative support in the effective and efficient operation of the Asset management section</p>				
<p>QUALIFICATION STANDARDS</p>				
<p>A. CSC Prescribed Qualifications</p>				
<p>Education</p>	<p>Completion of 2 years studies in college or high school graduate with relevant vocational/trade course</p>			
<p>Experience</p>	<p>2 years relevant experience</p>			
<p>Eligibility</p>	<p>Career Service Professional (First Level Eligibility)</p>			
<p>Trainings</p>	<p>8 hours relevant training</p>			
<p>B. Preferred Qualifications:</p>				
<p>Education</p>				
<p>Experience</p>				
<p>Eligibility</p>				
<p>Trainings</p>				
<p>KRA</p>				
<p>DUTIES AND RESPONSIBILITIES</p>				
<p>SUPPLIES AND MATERIAL</p>	<p>1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.</p>			

KRA	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> 2. Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources. 3. Prepare supplies and materials for issuance by the Supply Officer to requesting units. 4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances
PROPERTIES AND EQUIPMENT	<ol style="list-style-type: none"> 1. Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts. 2. Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization. 3. Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference. 4. Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal. 5. Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.
DOCUMENTS AND RECORDS	<ol style="list-style-type: none"> 1. Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference 2. Recommend turning over to the Records Officer, critical documents for archiving and safekeeping
Plots/Schedules Administrative Division Activities	<ol style="list-style-type: none"> 1. Schedules/calendars Administrative Division 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	<ol style="list-style-type: none"> 1. Receives, records and routes documents addressed to the Administrative Division 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.


KRA	DUTIES AND RESPONSIBILITIES
Administrative Support	<ol style="list-style-type: none">2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.3. 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 reference1. Prepares or encodes into electronic format word documents and other presentation materials2. Provides assistance and administrative support to training and conferences as assigned.3. Coordinates preparation of documents needed in the operations of Administrative Division4. Ensure security of office equipment and availability of office supplies

NGCP

 <p>Department of Education</p>	<p style="text-align: center;">JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Administrative Aide VI (Records)</p>	<p>Salary Grade</p>	<p>6</p>
<p>Parentetical Title</p>		<p>Governance Level</p>	<p>Regional Office</p>
<p>Office/Bureau/Service</p>		<p>Unit/Division</p>	<p>Administrative Division</p>
<p>Reports to</p>	<p>Administrative Officer V</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>			
JOB SUMMARY			
<p>To provide administrative support to the AO V (Records) in the maintenance of a records management system for 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>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education			
Experience	Recommended additional requirements:		
Eligibility	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
Trainings	40 hours relevant training		

KRA	DUTIES AND RESPONSIBILITIES
RECORDS MANAGEMENT SYSTEM	<ul style="list-style-type: none"> • Receive, record and file documents according to the recommended filing system. • Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed. • Retrieve records requested by the AO V - Records Officer and keep track of the whereabouts of the original document.
RECEIVING AND RELEASING	<ul style="list-style-type: none"> • Receive and record all documents brought to the records office. • Release, routes or files non-routine critical documents as classified by the Records Officer.
DOCUMENTATION AUTHENTICATION AND VERIFICATION	<ul style="list-style-type: none"> • Assist AO V - Records Officer in document authentication and verification following protocol for such. • Receives request for certifications and gathers the data required to prepare the certification for the approval of the AO V - Records Officer. • Prepares certifications for the signature of the appropriate management level.
REPORTING	<ul style="list-style-type: none"> • Gather data and information required in the preparation of annual and other administrative reports. • Implement process for conducting and annual inventory of records and submit findings to AO V- Records Officer.
ADMINISTRATIVE AND SECRETARIAL SUPPORT	<ul style="list-style-type: none"> • Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers. • Provides assistance and administrative support to training and conferences as assigned. • Prepares or encodes into electronic format word documents and other presentation materials

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">• Coordinates with concerned party and prepare documents needed in the operations of Administrative Division (e.g. petty cash, supplies and equipment for Records Section, travel arrangements for AO V• Receives calls and visitors and attends to their concerns as well as follows through on their inquiries.

 <p>Department of Education</p>	JOB DESCRIPTION		JD No. _____	Revision Code: 00
Position Title	Librarian II (LRMDS Administrator)	Salary Grade	14	
Parentetical Title Office/Bureau/Service		Governance Level Unit/Division	Regional Offices Curriculum Learning and Management Division - LRMDS	
Reports to	Education Program Supervisor (LRMDS Manager)			
Positions Supervised	Teaching Aide Specialist			
JOB SUMMARY				
To manage, maintain, and monitor uploaded and catalogue of materials in the LRMDS portal and maintain the regional library To provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science			
Experience	1 year of relevant experience			
Eligibility	RA 1080 (Teacher)			
Trainings	4 hours of relevant training			
B. Preferred Qualifications				
Education				
Experience	ICT Knowledge: Background in Information Science			
Eligibility				
Trainings				

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>ACCESS TO LEARNING RESOURCE</p>	<ul style="list-style-type: none"> • Checks all uploaded materials in the LRMDS for currency in compliance to IPR requirements to protect DepED' in its utilization of learning materials. • Maintains on-line catalogues and meta-data of evaluated learning resources for ease in finding specific learning materials • Recommends learning resources for development or purchase and uploading in the LRMDS portal needed in the curriculum • Recommends and implements rules and regulations in the use of the LR portal. • Coordinates resolution to problems encountered in the running of the LR portal to ensure accessibility 24/7 with minimal down time. • Assist users utilizing the LR portal on location in the regional library to easily access required materials. • Prepare monthly report of user profile, interest and feedback as basis for LR content development areas.
<p>REGIONAL LIBRARY</p>	<ul style="list-style-type: none"> • Organize the learning resource in the regional library (books, magazines, videos, etc.) so that they are easy for users to find • Conduct inventory of the library resources periodically to account for missing resources and recommend additional needed resources • Gather and analyze suggestions from various users for additional resources in the library collection • Prepare and submit procurement proposal on the approved addition to the library collection (e.g. materials related to the new curriculum, new standards. • Monitor compliance of users with the existing rules and regulations monitored and take corrective actions on violations.
<p>LIBRARY HUBS (integrated with the LR Center and regional libraries)</p>	<ul style="list-style-type: none"> • Identify on a continuous basis the support needed by the library hubs in the region and assist schools division in responding to the needs through resource mobilization • Integrate on a continuous basis support needed by library hubs from the region and central office management to respond to the needs through depED internal and external sources.
<p>TECHNICAL ASSISTANCE</p>	<ul style="list-style-type: none"> • Gather data and provide initial analysis as inputs to TA needs and plans to improve access to learning resources of schools division and schools



Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Assistant III (GS)	Salary Grade	9
Parent/Supervising Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	AO IV	Effectivity Date	
Positions Supervised			
JOB SUMMARY			

To provide clerical and secretariat support to AO IV for General Services and administrative services function specifically in the areas of:

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	At least Two year college level
Experience	No required experience
Eligibility	Career Service Professional (First Level Eligibility)
Trainings	No required training

B. Preferred Qualifications

Education	
Experience	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
Eligibility	
Trainings	

KRA

DUTIES AND RESPONSIBILITIES

SECURITY OF PERSONNEL AND PROPERTY	<ul style="list-style-type: none"> • Monitor daily logbooks of guards to check for adherence to rules and completeness of entries. • Issue gate passes/slips for RO properties and equipment to be brought out of office premise.
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KRA	DUTIES AND RESPONSIBILITIES
<p>MAINTENANCE OF RO GROUNDS and FACILITIES</p>	<ul style="list-style-type: none"> • Monitor return of such properties and equipment by checking pass slips issuance and conducting visual inspection when needed. • Monitor the implementation of rules by the guards on the issuance of visitors pass/ID
<p>TRANSPORT AND MOTORPOOL SERVICES</p>	<ul style="list-style-type: none"> • Conduct weekly inspection of RO grounds and perimeters and submit report with recommendations for management action. • Conduct weekly inspection of RO Office, building and facilities and submit report with recommendations for repairs and maintenance. • Monitor and analyze usage of utilities on a monthly basis (electricity, water, telephone, internet, etc.) to analyze trend and control cost and proactively identify potential problems.
<p>Secretarial/ Frontline and Administrative Support</p>	<ul style="list-style-type: none"> • Set guidelines and standards for driving and transport maintenance to ensure safety and comfort of client and proper use of vehicles. • Approve trip schedules and monitor trip tickets to ensure efficiency in the use of vehicles. • Submit gas consumption reports for budgeting purpose. • Monitor vehicle servicing, repair and maintenance to ensure longevity of vehicle utilization.. • Schedules and keep track of General Services meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time • Received/routed calls • Visitors responded to • Follow through on inquiries • Prepare or encode into electronic format word documents and other presentation materials • Provide assistance and administrative support to training and conferences as assigned. • Coordinate preparation of documents and supporting documents and forms needed in the operations of General Services • Prepare requests for office equipment and office supplies for General Services

KRA	DUTIES AND RESPONSIBILITIES
RECORDS MANAGEMENT	<ul style="list-style-type: none">• Receive, record and route documents addressed to the General Services unit 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.• Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.• Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference.



JOB DESCRIPTION		JD No. _____	Revision Code: _____
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title	Senior Bookkeeper	Governance Level	Regional Office
Bureau/Service /Division	RO – Finance Division	Unit/Division	Accounting Section
Reports to	Accountant III	Effectivity Date	
Positions Supervised			

JOB SUMMARY

To maintain and safeguard the books, records and supporting schedules of the RO by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Completion of 2 years studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub professional) First Level Eligibility
Trainings	4 hours of relevant training

B. Preferred Qualifications/Recommended additional requirements

Education	
Experience	
Eligibility	
Trainings	

KEY RESULT AREAS/

DUTIES AND RESPONSIBILITIES

KEY RESULT AREAS/	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ul style="list-style-type: none">• Prepares the financial and accountability reports for submission to the Management, Commission on Audit, Department of Budget and Management and other oversight agencies• 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• Coordinating tasks as maybe assigned by the immediate supervisor.