



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

**Office of the Schools Division  
Superintendent**

October 11, 2024

**DIVISION MEMORANDUM**

No. 701, s. 2024

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

To: OIC Assistant Schools Division Superintendent  
Division Office Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is the Regional Memorandum No. 903 s. 2024 titled "ANNOUNCING THE VACANT POSITION IN THE DEPARTMENT OF EDUCATION REGION VII", which is self-explanatory.
2. For details, please see attached Memorandum.
3. Immediate dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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10-09

**DEPED TAGBILARAN CITY DIVISION  
 SDS OFFICE  
 DOWNLOADED**

DATE: 10/01/24

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **1803** s. 2024

**Announcing the Vacant Position 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 position 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		
Supervising Administrative Officer	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 VII	Region VII

The job descriptions of the abovementioned positions are attached as **Enclosure 1**.

2. All interested applicants whether internal or external to DepEd shall submit **one (1) copy** of their application documents to the **Records Section** of the DepEd Region VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of October 11, 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



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph



Certification No. PRC 025  
 24.10.2024

- 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

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:

<b>Chairperson</b>	Atty. Fiel Y. Almendra Director III/ Assistant Regional Director
<b>Members</b>	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
<b>Secretariat</b>	
Chairperson	Ms. Helen D. Sabino Education Program Supervisor (HRDD)
Members	Ms. Dimple F. Mancol Information Technology Officer I (ICTU)
	Ms. Riza B. Guangco Teacher Credentials Evaluator II (ASD)
	Mr. Oscar F. Clitar, Jr. Administrative Officer IV (Procurement Unit)
	Mr. Jancent B. Luega Administrative Assistant I (ASD)
	Ms. Jhorina S. Biadnes Administrative Aide VI (ASD)
	Mr. Nelson C. Altirado Administrative Assistant III (Finance)
	Ms. Ma. Cristina F. Payusan Administrative Aide VI (ASD)

6. A separate advisory will be issued for the schedule of activities relative to the recruitment and selection process.

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](mailto: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

STJ/FYA/ASD/IFC/arc

	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
Department of Education	Supervising Administrative Officer	Salary Grade	22
Position Title	Supervising Administrative Officer	Governance Level	Regional Office
Office/Bureau/Service	Chief Administrative Officer	Unit/Division	Administrative Division
Reports to	Chief Administrative Officer	Effectivity Date	
Positions Supervised	<b>JOB SUMMARY</b>		
To assist the Chief AO in supervising the Administrative Services Team and deliver timely, responsive and economical administrative services to the management and staff of the regional office.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelors Degree		
Experience	At least 3 years of relevant experience		
Eligibility	Career Service (Professional)		
Trainings	Second Level Eligibility		
	16 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

<b>KRA</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Policies And Guidelines</b>	<ol style="list-style-type: none"> <li>1. Monitor implementation of policies and guidelines issued on administrative matters and seek feedback on its effectiveness.</li> <li>2. Recommend and prepare draft guidelines and issuances on Administrative Services matter needed in the RO</li> </ol>
<b>Salary And Benefits Administration</b>	<ol style="list-style-type: none"> <li>1. Monitor the accuracy of salaries and benefits given to employees and respond to queries pertaining to salary /benefit claims.</li> <li>2. Validate claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.</li> <li>3. Support the AOV in representing the RO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices</li> </ol>
<b>Maintenance of RO grounds and facilities</b>	<ol style="list-style-type: none"> <li>1. Assist in developing and implementing plans on RO office configurations and utilization through consultation with the various offices in the RO, gathering data and technical inputs.</li> <li>2. Search for providers of Janitorial Services for the RO , monitor contract, and provide feedback with the service provider on the quality of service provided.</li> <li>3. Assist in developing and implementing a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation.</li> <li>4. Develop a standard for Physical Facilities maintenance. and monitor implementation and adherence.</li> <li>5. Monitor and ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.)</li> <li>6. Assist in developing and implementing an RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities.</li> </ol>
<b>Work Plans</b>	<ol style="list-style-type: none"> <li>1. Consolidated work plans and budget per section</li> </ol>
<b>Performance Management</b>	<ol style="list-style-type: none"> <li>1. Review and recommendation on Performance ratings rating of the direct reports of AO V</li> </ol>
<b>Capability Building For Admin Services</b>	<ol style="list-style-type: none"> <li>2. Assistance to the Chief in the Orientation of all Staff on the Functions, Expected Outputs and Work Systems per Section or Unit</li> </ol>
<b>Structures And Systems</b>	<ol style="list-style-type: none"> <li>3. Technical Inputs to establish and maintain work systems and standards per section</li> <li>4. Tools and processes for Systems Review and Up keep</li> </ol>

<b>KRA</b>	<b>DUTIES AND RESPONSIBILITIES</b>
	<p>5. Results of the periodic review of work systems being used and with recommendations for improvement</p>
<b>KEY RESULT AREAS/</b>	<b>DUTIES AND RESPONSIBILITIES OF SUPERVISORY/MANAGERIAL POSITIONS</b>
	<p><i>Note: The Assistant Chief will provide support to the Chief in the execution of these functions in his/her respective office and level.</i></p>
<b>Planning</b>	<ol style="list-style-type: none"> <li>1. Prepares and submits for approval the Annual Work Plan of the concerned office.</li> <li>2. Implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office. Submits to superior for approval and consolidation into the DepEd Budget.</li> <li>3. Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs.</li> </ol>
<b>Performance Management</b>	<ol style="list-style-type: none"> <li>1. Implements the approved Work Plan and Budget of the office</li> <li>2. Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.</li> <li>3. Regularly monitors and evaluates the office performance according to its KRAs and targets</li> <li>4. Initiates and proposes action plans to address issues and concerns. Reviews existing processes, systems and procedures and recommends improvements to enhance efficiency and effectiveness of the office.</li> </ol>
<b>People Management</b>	<ol style="list-style-type: none"> <li>1. Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.</li> <li>2. Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and development interventions for team members with leadership potential.</li> <li>3. Provides coaching and guidance to the subordinates in the performance of their functions</li> <li>4. Monitors and evaluates individual and team performance against set targets and KPIs.</li> <li>5. Conducts performance evaluation for subordinates.</li> <li>6. Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations</li> </ol>

KEY RESULT AREAS/S	DUTIES AND RESPONSIBILITIES OF SUPERVISORY/MANAGERIAL POSITIONS
<b>Management Reports</b>	<p>for personnel action.</p> <ol style="list-style-type: none"> <li>1. Validates and finalizes all communications, dispatches and reports related to the transactions given action by the office to ensure clarity and completeness</li> <li>2. Provides technical inputs and feedback on transactions given action or activities undertaken by the office for management information and decision-making.</li> </ol>
<b>Management of Finance and Administrative Matters</b>	<ol style="list-style-type: none"> <li>1. Ensures that the office has sufficient resources (e.g. office space, equipment, furniture, supplies, etc.) for efficient operations and implementation of programs and projects</li> <li>2. Monitors the implementation of projects and programs to ensure completion according to plan or specifications within the required time and budget.</li> <li>3. Monitors office and staff compliance with DepEd and government rules and regulations on financial and administrative transactions, i.e. liquidations of cash advances and Travel Expense Vouchers (TEVs); annual submission of Statements of Assets and Liabilities, others</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. Performs other duties as may be assigned by superior.</li> </ol>