



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

**Office of the Schools Division
Superintendent**

February 18, 2025

DIVISION MEMORANDUM
No. 124 , s. 2025

**ANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR THE VACANT
POSITIONS IN DEPED REGION VII**

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

1. This Office hereby announces the acceptance of application documents for the vacant positions in the Department of Education (DepEd) Region VII and invites all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious affiliation to apply and take note of the given qualification standards.
2. For interested applicants for Planning Officer III, Administrative Aide VI (Clerk III), Administrative Aide IV (Clerk II), Administrative Officer V (Supply Officer III), Administrative Officer IV (GSU), Administrative Assistant I, Project Development Officer II, and Draftsman II, please see attached Regional Memorandum No. 0167, s. 2025 for your reference.
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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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

2-170

**DEPARTMENT OF EDUCATION
 ADMINISTRATIVE SERVICES DIVISION
 SBSO OFFICE
 REGIONAL OFFICE**

BY: _____ TIME: _____
 DATE: _____ 2/17/2025

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0107** s. 2025

14 FEB 2025

**ANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR THE
 VACANT POSITIONS IN DEPED REGION VII**

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

1. This Office hereby announces the acceptance of application documents for 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 apply and take note of the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Planning Officer III SG 18 P 51,304.00	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
Administrative Aide VI (CLERK III) SG 6 P 18,957.00	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Administrative Division
Administrative Aide IV (CLERK II) SG 4 P 16,833.00	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Administrative Division
Administrative Officer V (Supply Officer III) SG 18 P 51,304.00	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-Administrative Division
Administrative Officer IV (GSU) SG 15 P 40,208.00	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 Division

Administrative Assistant I SG 7 P 20, 110.00	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII- Legal Affairs Unit
Project Development Officer II SG 15 P 40, 208.00	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- Education Support Services Division
Draftsman II SG 8 P 21, 448.00	1	Completion of two years studies in college or High School Graduate with relevant vocation/trade course	4hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility or Draftsman (MC No. 10, s. 2013-Cat. II)	DepEd Region VII- Education Support Services Division

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 on or before **5:00 PM of February 26, 2025**. 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

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 Information Technology Officer I (ICTU)
	Ms. Riza B. Guangco Teacher Credentials Evaluator II (ASD)
	Mr. Oscar F. Clitar, Jr. Administrative Officer IV (Procurement Unit)
	Ms. Jhorina S. Biadnes Administrative Officer I (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 hrmpsrb.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 III

Director IV
Regional Director

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title		Planning Officer III	Salary Grade
Parent/Service/Division		Governance Level	Regional Office
Reports to	Chief Education Program Supervisor	Unit/Division	Policy Planning and Research Division
Positions Supervised		Effectivity Date	
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	<i>at least 1 year experience in DepED</i>		
Experience	<i>ICT literate: word, data processing, spreadsheet and presentation software, internet</i>		
Eligibility	<i>Computer literate (word processing, spreadsheets, presentation software, internet use)</i>		
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

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			
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


		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education	Administrative Aide VI (CASH)			Salary Grade	06
Position Title				Governance Level	Regional Office
Parent/Office/Bureau/Service				Unit/Division	Administrative Division
Reports to	Administrative Officer V			Effectivity Date	
Positions Supervised					
JOB SUMMARY					
To assist and provide administrative support in the effective and efficient operation of the Cash Section					
Provides clerical support in the performance of functions related to cashing and other transactions in the Cash Section.					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Completion of at least 2 years of college				
Experience	No required experience				
Eligibility	Career Service Sub-Professional (First Level Eligibility)				
Trainings	No Required Training				
B. Preferred Qualifications:					
Education					
Experience					
Eligibility					
Trainings					
Recommended additional requirements: •Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet					

KRA	DUTIES AND RESPONSIBILITIES
CASH COLLECTION	<ul style="list-style-type: none"> Assist Cashiers in receiving and counting cash and checks, collecting fees (e.g. registration) as assigned, and issuing receipts for money received

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Assist Cashiers in reconciling cash and check collections with receipts • Record cash receipt vouchers and other documents to ledgers and cash registry • Prepare daily collection reports for review and validation of Cashier.
DISBURSEMENT AND REMINTANCES	<ul style="list-style-type: none"> • Enter records of disbursements in the books of accounts • Perform initial reconciliation for review and validation of Cashiers.
RECORDS AND FILES	<ul style="list-style-type: none"> • Receive, record and route documents addressed to the Cash 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. • 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 , and distribute copies of the minutes to concerned parties as well as files a copy for future reference. • Notes whereabouts of cash staff to be able to respond to inquiries of those needing to meet them.


	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education	Administrative Aide IV (Asset)	Salary Grade 04	Regional Office
Position Title		Governance Level	Administrative Division
Parentetical Title		Unit/Division	
Office/Bureau/Service	Administrative Officer V	Effectivity Date	
Reports to			
Positions Supervised			
JOB SUMMARY			
To assist in maintaining proper storage, delivery, and issuance of supplies, materials and equipment towards adequate and timely provision of such to the management and staff of the RO			
To assist in the disposal of waste materials and unserviceable equipment			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two in college in college		
Experience	1 years relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours relevant training		
B. Preferred Qualifications:			
Education			
Experience			
Eligibility			
Trainings			

DUTIES AND RESPONSIBILITIES	
<p>KRA</p> <p>SUPPLIES AND MATERIAL</p>	<ol style="list-style-type: none"> 1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management. 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
<p>PROPERTIES AND EQUIPMENT</p>	<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.

 <p>Department of Education Position Title Parent/Supervisory Title Office/Bureau/Service Reports to Positions Supervised</p>	<p style="text-align: center;">JOB DESCRIPTION</p> <p>Administrative Officer V</p> <p>Chief Administrative Officer</p>	<p>JD No. _____</p> <p>Salary Grade Governance Level Unit/Division Effectivity Date</p>	<p>Revision Code: 00</p> <p>18 Regional Office Administrative Division</p>
JOB SUMMARY			
<p>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.</p> <p>To provide the regional management with technical advice in the management and administration of the regional office.</p>			
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	<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


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

DUTIES AND RESPONSIBILITIES	
KRA	
GUIDELINES	<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.
SECURITY OF PERSONNEL AND PROPERTY	<ul style="list-style-type: none"> • 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.
MAINTENANCE OF RO GROUNDS and FACILITIES	<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.
TRANSPORT AND MOTORPOOL SERVICES	<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
UNIT PERFORMANCE	<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

	JOB DESCRIPTION		Revision Code: _____
Department of Education	JD No. _____		
Position Title	Administrative Assistant I	Salary Grade	7
Parentetical Title	Regional Office		
Bureau/Service /Division	Office of the Regional Director	Governance Level	Legal Unit
Reports to	Attorney IV	Unit/Division	
Positions Supervised		Effectivity Date	
JOB SUMMARY			
To provide clerical support to the Unit Head and staff for the effective and efficient operation of the Legal Unit.			
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	• Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p>Plots/Schedules Legal Unit's Activities</p>	<ul style="list-style-type: none"> • Schedules/calendars Legal Unit's activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
<p>Records Management</p>	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the Legal 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 • 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, and distributes copies of the minutes to concerned parties as well as files a copy for future reference. • Notes down the daily "whereabouts" of Legal Unit Staff to respond to be able to locate them in response to queries from clients
<p>Administrative Support</p>	<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 the Legal Unit • Ensure security of office equipment and availability of office supplies
<p>Secretariat/Frontline</p>	<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 which the Attorney IV may assign

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education	Draftsman II	Salary Grade 8	Regional Office
Position Title		Governance Level	Education Support Services
Parentetical Title		Unit/Division	Division
Office/Bureau/Service		Effectivity Date	
Reports to	Chief Education Supervisor, PDO IV, Engineer III		
Positions Supervised	None		
JOB SUMMARY			
To provide drafting services and assistance to the Engineer in the construction of educational facilities.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	1 year relevant experience		
Eligibility	Draftsman (MC 11, s. 1996, Cat II)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Drawings And Blueprints	<ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.
Physical Facilities Cost Estimates	<ul style="list-style-type: none"> • Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing supporting documents to validate local costing of submitted bid documents on physical facilities.

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			
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