

Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

February 5, 2025

DIVISION MEMORANDUM
 No. 101 s. 2025

**ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR RELATED TEACHING
 AND NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
 CID & SGOD Chief and Personnel
 OSDS Unit Heads and Personnel
 Elementary & Secondary School Heads
 All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for non-teaching positions from **February 5, 2025 until 11AM of February 17, 2025.**

2. The vacancies are the following:

Position Title	Office/Assignment	No. of Vacancy
Administrative Aide I (Utility Worker I)	Elementary	3
	Gigmoto Rural Development High School	1
	San Miguel Rural Development High School	1
Security Guard I	Elementary	3
	Gigmoto Rural Development High School	1
	Pandan School of Arts & Trades	1
Security Guard II	Bato Rural Development High School	1
	Catanduanes National High School	1
Administrative Assistant II (Disbursing Officer)	Office of the Schools Division Superintendent	2
	Supang-Datag National High School	1
Administrative Assistant II	Senior High School	1
Administrative Assistant III	Office of the Schools Division Superintendent-Personnel Section	1
Senior Bookkeeper	Baras Rural Development High School	1
Project Development Officer I	School Governance and Operations Division	1
Education Program Specialist II	Curriculum Implementation Division- Alternative Learning System	1
Accountant I	Catanduanes National High School	1
	Pandan School of Arts & Trades	1
Medical Officer III	Office of the Schools Division Superintendent	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/NT-RTPsOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office - Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color coded folder (Administrative Aide I, Administrative Assistant III and Senior Bookkeeper - RED, Administrative Assistant II (Disbursing Officer) - YELLOW, Administrative Assistant II - BLUE, Security Guard I and II - WHITE, Project Development Officer I - GREEN, Education Program Specialist II - PINK, Accountant I - ORANGE, Medical Officer III - VIOLET). Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrvcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehlyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering 1 year performance prior to the assessment (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) - download @ bit.ly/Annex C
OTHER DOCUMENTS	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office For positions with no experience requirement: <ul style="list-style-type: none"> • Certification of General Weighted Average (GWA) in the highest academic/grade level earned as evidenced by the Transcript of Records/Diploma/Special Order from the Commission on Higher Education (CHED) or other certification
M	Application of Learning & Development, if any <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office

6. Applicants applying for both Security Guard I and Security Guard II should submit only one (1) folder, provided that the position title, office/assignment are indicated in the application letter.

7. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

8. 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.

9. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
February 7, 2025 (8:30-9:30AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	HRMO	Interested Applicants
February 17, 2025 (8:00AM-11AM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
February 18-21, 2025	Initial evaluation of documents	Personnel Section	HRMO	
February 25, 2025 (8:00AM-9:00AM)	Written Test & Skills/Work Sample Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
February 25, 2025 (9:30AM-5:00PM)	Document Evaluation and Interview	SDO Terrace	HRMPSB	Interested Applicants



San Roque, Virac, Catanduanes

052-814063

catanduanes@deped.gov.ph

www.depedreocatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

10. The Criteria and Point System for Hiring and Promotion for Non-Teaching & Related Teaching positions per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Non-Teaching Position (General Services)	Non-Teaching Position (Non-General Services - SG 1-9)	Non-Teaching Position (Non-General Services - SG 10-22)	Related-Teaching Position (SG 16-23) Points
Education	5	5	5	10
Training	5	5	10	10
Experience	20	20	15	10
Performance	10	20	20	20
Outstanding Accomplishments	5	10	10	5
Application of Education	-	10	10	15
Application of Learning & Development	-	10	10	10
Potential (Written Test, BEI, Work Sample Test)	55	20	20	20

11. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

12. Applicants who failed to submit complete mandatory documents on **February 17, 2025 (11AM)** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

13. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

14. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.

15. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.

16. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.

17. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

18. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

19. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):

Chairperson	ASDS DELFIN A. BONDAD	
	Regular	Alternate
Members	CES MARY JEAN S. ROMERO AO V EVA S. TOLENTINO AO IV MARICHELLE B. LLAVE Representative of accredited employees association belonging to first or second level position School Head or Chief of Division where the vacancy exist	EPS AROLINE T. BORJA AO IV CHERIE B. PEREZ AO II ROMA ANGELEE A. SOLEYBAR Alternate representative of accredited employees association belonging to first or second level position Alternate of School Head or Chief of Division where the vacancy exist

20. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

21. For information, immediate and wide dissemination, guidance and compliance.

CECILE G. FERRO CESO VI
 Asst. Schools/Division Superintendent
 OIC, Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph


www.depedrovecatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. 101 s. 2025

Administrative Assistant II (Disbursing Officer)

 Department of Education		POSITION AND COMPETENCY PROFILE	PCP No. _____	Revision Code: 00
Position Title	Administrative Assistant II	Salary Grade	8	
Paranetical Title	Disbursing Officer II	Effectivity Date		
Office Unit	Cash Division Teachers Camp, Secondary School	Page/s		
Reports to	Cashier III, School Principal			
Position Supervised	None			
JOB SUMMARY				
Collects, disburses, accounts for, records, reports and remits funds for receipt, custody, payment and disbursement				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Completion of 2 years studies in college			
Experience	1 year relevant experience			
Eligibility	Career Service (Subprofessional) First Level Eligibility			
Trainings	4 hours relevant training			
B. Preferred Qualifications				
Education	Completion of at least 2 years in college with 8 units in accounting			
Experience	2 years relevant experience			
Eligibility	Career Service (Subprofessional) First Level Eligibility			
Trainings	8 hours relevant training			

DUTIES AND RESPONSIBILITIES	
Disbursing Officer II	
1	Assists in collection of funds and deposits
2	Prepares remittance and deposit slips
3	Prepares report of collections and deposits
4	Draws cash advances for trainings as designated disbursing officer
5	Pays out cash for payrolls and vouchers
6	Controls payroll and prepares vouchers for salaries and wages
7	Vouches and pays salaries and wages and other disbursements
8	Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received
9	Accounts for receipt custody and disbursement of funds
10	Prepares report of disbursements
11	Processes checks and advice of checks issued and cancelled
12	Prepares report of checks issued and cancelled
13	Controls and releases approved checks to Deped credits

Administrative Assistant II (Senior High School)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

GENERAL FUNCTION OF ADMINISTRATIVE ASSISTANT II (SENIOR HIGH SCHOOL)

Administrative Assistant
<ul style="list-style-type: none"> • Provides administrative and clerical support to his/her supervisor; • May be designated to assist either the Principal/School Head or any of the Assistant Principals; • May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.



San Roque, Virac, Catanduanes

052-2114063

catanduanes@deped.gov.ph

www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Assistant III

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant III	9	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

KEY RESULT AREAS/	DUTIES AND RESPONSIBILITIES
Payroll-related Services	<p>As designated GSIS Authorized Agency Officer:</p> <ul style="list-style-type: none"> • Certify the loan applications of members in their agencies as to the following: <ul style="list-style-type: none"> ↳ That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for; ↳ That loan borrowers are in active service; ↳ That loan borrowers have no pending administrative and/or criminal charge; and ↳ That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS; • Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave; • Transmit electronically to GSIS, all membership updating request forms; • Coordinate with Electronic Remittance File (ERF) officers on the following: <ul style="list-style-type: none"> ↳ Timely deduction of the monthly amortization due on the loans certified or approved; ↳ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and ↳ Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS; ↳ Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance. • Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly; • Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and • Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs

Senior Bookkeeper

POSITION	SG	LEVEL	GOV'T. SECTOR	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Bookkeeper	09	1	National, Local	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility

DUTIES AND RESPONSIBILITIES	
Senior Bookkeeper – Schools and DO	
1	Prepares journal entries, reports, letters, endorsements and memoranda
2	Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports
3	Prepares the reconciliation of the books of accounts
4	Prepares, reviews and revises the work of subordinates
5	Prepares financial reports
6	Analyzes financial statements made by assistants and helpers
7	Maintains discipline and efficiency of subordinates
8	Assists in supervising bookkeeping work in office and ascertains that transactions have been properly recorded in books
9	Prepares trial balances, monthly statement of income and expenditures and other financial statements, and prepares adjusting entries and journal vouchers
10	Prepares correspondence pertaining to financial and bookkeeping matters
17	Supervises the submission of required financial data and reports to oversight agencies
18	Ensures that Audit Observation Memorandum (AOM) and Annual Audit Report findings are complied with, addressed and justified
19	Attends budget hearings at the regional and national levels
20	Assists the agency head in defending the budget proposals/estimates
21	Provides inputs for improvement of accounting and budget systems
22	Supervises the accurate and timely preparation and submission of financial reports to COA and other oversight agencies
23	Serves as organizer, facilitator, resource speaker and consultant on budgeting, related trainings and other budget and accounting developmental activities
24	Recommends budget and other finance-related trainings
25	Coordinates with stakeholders, other government agencies, banks and other funding institutions on financial resource generation and related initiatives
26	Ensures that communications are acted upon within prescribed period
27	Reviews, analyzes and interprets financial statements and other financial reports
28	Supervises the effective implementation of budget, accounting and payroll systems



San Roque, Virac, Catanduanes
 053-8114043
 catanduanes@deped.gov.ph
 www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Project Development Officer I

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Project Development Officer I (SG11)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility

Youth Formation Coordinator*

- Manages the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other co-curricular and extra-curricular clubs and programs;
- Manages and monitors the implementation of the career guidance program in senior high schools; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

**Stationed at the division and may be deployed to a school or cluster of schools, as deemed necessary by the SDO*

Education Program Specialist II

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education	Education Program Specialist II (Deployed for ALS)		16
Position Title		Salary Grade	
Parentetical Title		Governance Level	School Division Office
Office/Bureau/Service		Unit/Division	Curriculum Implementation Division
Reports to		Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide basic education services to out-of-school children, youth and adults by assisting the PSDS in coordinating activities on ALS programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level.			
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(Career Service (Professional) Eligibility for Second Level Position		
Trainings	4 hours relevant training		
B. Preferred Qualifications			
Education			
Experience	Highly developed interpersonal skills to be able to deal with a wide range of individuals from varied background Creative/resourceful, Energetic Networking/Organizing, Advocacy & Social Mobilization Resource Generation		
Eligibility			
Trainings			
KEY RESULT AREA/S		DUTIES AND RESPONSIBILITIES	
LITERACY ASSESMENTS		<ol style="list-style-type: none"> 1. Conduct a survey of household in the assigned community to identify members who are non-literate and are target participants for ALS program. 2. Draw a literacy map to geographically illustrate location of non-literate members of the community and guide strategy for implementing ALS program. 3. Conduct assessment and evaluation of participants to establish literacy level and assess progress. 	
LITERACY INTERVENTIONS		<ol style="list-style-type: none"> 1. Design learning plan and developmental activities appropriate to the level of each ALS participant 2. Implement learning sessions according to the rate of progress of participants and adjust activities to facilitate learning. 3. Develop advocacy programs and materials for various education stakeholders (e.g LGU, families/parents, businesses) in the community to generate support for education. 	



San Roque, Virac, Catanduanes
 052-8114053
 catanduanes@deped.gov.ph
 www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Accountant I

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
DUTIES AND RESPONSIBILITIES	

Accountant I
1. Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.
2. Checks the accuracy, validity and appropriateness of income and expenditure transactions.
3. Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.
4. Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.
5. Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.
6. Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
7. Reviews the financial statements and related schedules.

Medical Officer III

QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Doctor of Medicine
Experience	None required
Eligibility	RA 1080
Trainings	None required

JOB SUMMARY
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Health Program and Services	<ul style="list-style-type: none"> Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners Prepares and submits periodic reports of accomplishments
Nutrition Program Service	<ul style="list-style-type: none"> Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation
Partnership	<ul style="list-style-type: none"> Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs



San Roque, Virac, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrvcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinad
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Security Guard I and II

POSITION	SG	LEVEL	GOV'T. SECTOR	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Security Guard I	03	I	National, GFI, Local	High School Graduate	None required	None required	Security Guard License (MC 11, s - Cx. II)
Security Guard II	05	I	National, GFI, Local	High School Graduate	None required	None required	Security Guard License (MC 11, s - Cx. II)

JOB SUMMARY

Protects life and property of DepEd official and employees and supervises the guarding activities of contracted security agency

DUTIES AND RESPONSIBILITIES

- Serves as security personnel
- Protects the DepEd officials and employees
- Serves as back-up driver and close-in security of DepEd high ranking officials
- Supervises the guarding activities of the contracted security agency
- Safeguards and protects buildings, properties, equipment, supplies, and cargos
- Accosts suspicious persons and reports unusual happenings and incidents
- Investigates offenses and violations and prepares reports for submission to immediate officers
- Maintains proper decorum and courtesy to all incoming and outgoing employees and guests
- Maintains peace and order within the vicinity
- Conducts routinary inspection to all posted guards
- Issues gate passes
- Performs routinary inspection
- Enforces DepEd security measures
- Assists in the conduct of emergency response
- Establishes rapport with other agencies and nearby communities
- Performs coordination work relative to security measures

Administrative Aide I (Utility Worker I)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide I	1	1	Must be able to read and write	None required	None required	None required

Administrative Aide I	<ul style="list-style-type: none"> • Cleans schools/offices and surrounding areas • Collects, dumps or burns garbage; open doors and windows before office hours and closes them after office hours; hauls and transfers office/school furniture's. • Keeps toilet and closet clean and sanitary. • Occasionally do messenger work and minor clerical work and does carpentry work in repairing cabinets, tables for the office/school. • Drains and cleans canals, gutters and similar structures. • Take care of plants • Assists in the preparation of training and/or a conference room. • Assists in sorting, binding and disseminating printed materials • Repairs damaged office furniture • Repairs minor defects of vehicle • Repairs minor electrical and lightning equipment
	<ul style="list-style-type: none"> • Perform other related tasks as may be assigned by the immediate head



San Roque, Virao, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.deped.gov.ph / www.catanduanes.deped.gov.ph