

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE OF CATANDUANES
RECORDS SECTION
RELEASED
BY: [Signature]
DATE: 5 DEC 2023



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

5 December 2023

DIVISION MEMORANDUM
No. 575 s. 2023

ANNOUNCEMENT OF VACANCIES

TO : Asst. Schools Division Superintendent
Chief Education Supervisors
Human Resource Merit Promotion & Selection Board
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. This Office hereby announces the vacancies for Administrative Officer II. All interested qualified applicants shall submit documents in a folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.2*) and should be stamped "received" at the Records Section.

Position Title	No. of Vacancies	Salary Grade	Monthly Salary	Place of Assignment	Deadline of Submission
Administrative Officer II	4	11	27,000.00	Elementary	Not later than 5PM of December 15, 2023

2. Other documents indicated in Enclosure 5.5 K should be properly enumerated and encoded in Annex C.
3. Applicants who failed to submit complete mandatory documents (Enclosure 5.5 A to J) on the set deadline shall not be included in the pool of official applicants. Further, an application submitted after 5PM on the set deadline shall be considered late but it will still be accepted, and shall be considered in the next vacancy/evaluation of position subject to the guidelines as provided in DepEd Order No. 7, s. 2023.
4. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 6.5 J), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Enclosed to this Memorandum are the following:
 - 5.1 Qualification Standards for the vacant positions
 - 5.2 List of documents to be submitted
 - 5.3 Criteria & Point System for Hiring & Promotion to Non-Teaching Positions
 - 5.4 Job Description of the vacant positions
 - 5.5 Checklist of Requirements (Annex C) with link bit.ly/Annex_C
6. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.



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7. 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."

8. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.

9. For wide dissemination, guidance and strict compliance.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, Memorandum DM-OUHROD-2023-0922 Omnibus Clarification and Guidance on DepEd Order No. 00007 s. 2023 and Other Matters On Hiring Arrangements of Teachers, MC. No. 10 s. 2005

To be indicated in the Perpetual Index

Under the following subjects:

EVALUATION EMPLOYMENT
HIRING

MBL/DM- Announcement of Vacancies
032/December 5, 2023



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Enclosure No. 5.1

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

(Reference: MC. No. 10 s. 2005)

Position	Salary Grade	Level	Education	Training	Experience	Eligibility
Administrative Officer II	11	2	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)



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Enclosure No. 5.2

LIST OF DOCUMENTS TO BE SUBMITTED

- a. Letter of Intent addressed to the Head of Office
- b. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 (Annex C) bit.ly/Annex_C
- k. Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment



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Enclosure 5.3

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS

1. The assessment for Non-Teaching positions shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
 - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
 - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - e. **Outstanding Accomplishments** acquired after the last promotion;
 - f. **Application of Education** acquired after the last promotion;
 - g. **Application of Learning and Development** acquired after the last promotion; and
 - h. **Potential** measured using other evaluative assessments.

2. Point system for evaluative assessment:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
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 for Learning & Development	-	10	10	10
h. Potential (Written Exam, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100





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Enclosure 5.4

JOB DESCRIPTION OF THE VACANT POSITIONS

Position	Duties and Function
Administrative Officer II	<p>Personnel Administration</p> <p>Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> recruitment and selection of applicants in the school assigned promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> Update regularly 201 files and maintain database of personal information of school personnel Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS Update vacation service/leave credits of school personnel and regularly communicate to all concerned Maintain the confidentiality of personal information of school personnel to which he/she has legal access. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ol style="list-style-type: none"> Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> Update school personnel of the latest HR-related policies Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school





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- c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school Job Description – Ver. 2 Page 3 of 3 KEY RESULT AREA/S DUTIES AND RESPONSIBILITIES
- d. Prepare and submit HR-related reports to school head/HRMO
- e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
- f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.

Property Custodianship

- a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.
- b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
- c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
- d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
- e. Prepare and submit reports on all property accountability of the school.

General Administrative Support

- a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
- b. Assist the school planning team in the preparation of SIP/AIP.
- c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
- d. Perform other functions as may be assigned by the School Head.

Financial Management

- a. Assist the School Head on the preparation of the following documents such as but not limited to:
 - Cash disbursement register
 - Authority to debit/credit account
 - Liquidation reports including supporting documents
- b. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
- c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
- d. Provide assistance to other financial-related task of the School Head.
- e. Perform other functions as may be assigned by the School Head



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Enclosure No. 5.5

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 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 TORNO/TN C/TA/sub-committee)</i>	
		Status of Submission <i>(Check if complete)</i>	Remarks
a. Letter of Intent addressed to the Head of Office, or to the 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 assessment, 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:			
Means of Verification (MOV) 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) (where 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.



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