



Republic of the Philippines  
**Department of Education**  
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

RECORDS SECTION  
**RELEASED**  
 JUN 29 2022  
 BY: [Signature]  
 TIME: 10:01

**MEMORANDUM**

OSDS-UM-06-28-22/MBL

**TO :** Chiefs, CID & SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/TICs  
 Human Resource Merit Promotion & Selection Board  
 All Others Concerned

**FROM :** *LR*  
**MA. LUISA T. DELA ROSA**  
 Asst. Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent

**SUBJECT: ANNOUNCEMENT OF VACANCIES**

**DATE :** June 28, 2022

This is to announce the vacancies in the Schools Division Office of Catanduanes for the following positions. All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in DepEd Order No. 66, s. 2007.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Administrative Officer IV	15	35,097.00	Baras Rural Development High School
Security Guard I	3	14,125.00	Gigmoto Rural Development High School

The qualification standards for said position are as follows: (Reference: CSC MC No. 10, s. 2005 and CSC Qualification Standards Revised 1997)

Position	Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer IV	15	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Security Guard I	3	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. - Cat. II)

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 or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."



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Interested qualified applicants shall submit document in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section **on or before 5:00 pm of JULY 6, 2022**. Online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before 5PM of **JULY 6, 2022**.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at [bit.ly/OmnibusCOAV](https://bit.ly/OmnibusCOAV)
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at [bit.ly/F212\\_PDS](https://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](https://bit.ly/WES_PDS)
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of previous appointment and/or Certificate of Employment (for private employees)
7. Certificate of In-Service Trainings/Seminars\*
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of Designation in a form of an Office Memo/Order (government employees);
10. Performance Rating for the last three (3) rating periods (1 rating period is equivalent to 1 year)
11. Outstanding Accomplishments\*
  - a. Outstanding Employee Award
  - b. Innovation
    - i. with permit to make innovation from appropriate office
    - ii. copy or write-up of the innovation/s
    - iii. report on outcome of innovation (if available)
  - c. Research & Development Projects
    - i. with permit to conduct research from appropriate office
    - ii. Copy of Research
    - iii. Report on outcome of research (if available)
  - d. Publication/Authorship
    - i. copy of the publication itself
    - ii. certification from the publisher
  - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
    - i. Letter of invitation/memorandum/program of activities
    - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any\*
14. Other documents relevant to the position applied for

*\*In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

Please be advised accordingly.



<b>POSITION</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>ADMINISTRATIVE OFFICER IV</b>	<ul style="list-style-type: none"> <li>➤ Administration and supervision of personnel</li> <li>➤ Sees to it that school and office supplies, materials and equipment are properly procured and economically used and accounted.</li> <li>➤ Oversees the physical plants and facilities of the school such as repair and maintenance with the help of concerned non-teaching personnel</li> <li>➤ Prepares necessary reports such as plantilla of teachers, personnel, school budget, ledgers of employees service credits and maintains the 201 files of the employees.</li> <li>➤ Provides the employees necessary training and information relative to the requirements of their jobs.</li> <li>➤ Organizes and supervises the communication services of the school</li> </ul> <p><b>SALARY ADMINISTRATION &amp; PERSONNEL RECORDS</b></p> <ul style="list-style-type: none"> <li>➤ Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.</li> <li>➤ Compute necessary deduction for inclusion in the monthly payroll.</li> <li>➤ Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)</li> <li>➤ Process and release special order for leaves, travel, transfers, reinstatements, and non-compensatory time off office personnel.</li> <li>➤ Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.</li> </ul> <p><b>BENEFITS ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>➤ Apply the latest issuances on personnel benefits and communicates them to employees</li> <li>➤ Compute vacation service credits of teachers for accrual of leaves.</li> </ul>

- Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment.
- Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes
- Processes application for monetization of leave credits
- Acts on application on leaves (sick, vacation, study, scholarships, and training) for approval of the SDS.
- Process application for loans with GSIS, Pag-Ibig and private lending institutions.

#### PERSONNEL INFORMATION SYSTEM

- Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization.
- Maintain a complete and updated personnel records of school personnel in the 201 file
- Certify records of employment for specific purpose (employment, scholarships, loans, and benefits)
- Performs other duties that may be assigned by the school head from time to time



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POSITION TITLE	
<b>SECURITY GUARD I</b>	<b>JOB SUMMARY</b>
	Protects life and property of DepEd official and employees and supervises the guarding activities of contracted security agency.
	<b>DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>➤ Serves as security personnel</li><li>➤ Protects the DepEd officials and employees</li><li>➤ Serves as back-up driver and close-in security of DepEd high ranking officials</li><li>➤ Supervises the guarding activities of the contracted security agency</li><li>➤ Safeguards and protects buildings, properties, equipment, supplies, and cargos</li><li>➤ Accosts suspicious persons and reports unusual happenings and incidents</li><li>➤ Investigates offenses and violations and prepares reports for submission to immediate officers</li><li>➤ Maintains proper decorum and courtesy to all incoming and outgoing employees and guests</li><li>➤ Maintains peace and order within the vicinity</li><li>➤ Conducts routinary inspection to all posted guards</li><li>➤ Issues gate passes</li><li>➤ Conducts guard mounting to all incoming guards</li><li>➤ Performs routinary inspection</li><li>➤ Enforces DepEd security measures</li><li>➤ Assists in the conduct of emergency response</li><li>➤ Establishes rapport with other agencies and nearby communities</li><li>➤ Performs coordination work relative to security measures</li><li>➤ Operates and maintains security equipment (CCTV)</li><li>➤ Perform other related tasks as may be assigned by the immediate head</li></ul>

