

	<b>Department of Education</b> <b>Region III</b> <b>DIVISION OF CITY SCHOOLS</b> <b>Angeles City</b> Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018	<b>DEPARTMENT OF EDUCATION</b> <b>SCHOOLS DIVISION OF ANGELES CITY</b> <b>RELEASED</b> <b>OCT 27 2020</b>
	<b>ANNOUNCEMENT OF VACANT POSITIONS</b>		Name of Office: <b>OSDS PERSONNEL</b>	<i>[Signature]</i>

October 27, 2020

<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Aide VI</b> Plantilla Item Number: OSEC-DECSB-ADA6-150340-2014 OSEC-DECSB-ADA6-150054-2004	Salary Grade: 6 Monthly Salary: 15,524
Station of Deployment: <b>Division Records Unit</b>	
<b>QUALIFICATIONS:</b>	
Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
<b>JOB SUMMARY:</b> To provide administrative support to the Records Officer in the maintenance system for the creation, classification, storage, maintenance, use and disposition of operation records and documents of permanent, legal and historical value and ensure the security, preservation and efficient access and retrieval of such records when needed by the Schools Division office management and staff.	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Receiving and Releasing all documents brought to the records unit.</li> <li>➤ Assist Records Officer in document authentication, Verification and Certifications following protocol for such.</li> <li>➤ Gather data and information required in the preparation of annual and other administrative reports.</li> <li>➤ Provides technical assistance and interventions to support effective records management in the Schools Division, schools and learning centers.</li> </ul>	

<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Assistant I</b> Plantilla Item Number: OSEC-DECSB-ADAS1-150273-2014	Salary Grade: 7 Monthly Salary: 16,458
Station of Deployment: <b>Division Budget Unit</b>	
<b>CSC QUALIFICATIONS:</b>	
Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
<b>PREFERRED QUALIFICATIONS:</b>	
Education: Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 yrs. studies in college w/ at least 9 units in accounting subjs.	
Experience: None Required	
Training: None Required	
Eligibility: Career Service Sub-Professional (First Level Eligibility)	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Identifies and gather data needed in the preparation of budget proposals, budget execution documents and budget accountability reports.</li> <li>➤ Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations.</li> <li>➤ Provides clerical support in the preparation of budget proposals.</li> <li>➤ Prepares obligation request for claims.</li> <li>➤ Prepares reports on the budget matters.</li> </ul>	

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DEPARTMENT OF EDUCATION  
 DIVISION OF ANGELES CITY  
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<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Aide VI</b> Plantilla Item Number: OSEC-DECSB-ADA6-150342-2014	Salary Grade: 6 Monthly Salary: 15,524
Station of Deployment: <b>Division Personnel Unit</b>	
<b>QUALIFICATIONS:</b>	
Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
<b>JOB SUMMARY:</b> To provide assistance to the AO IV of Personnel Unit, in the provision of personnel administration services to the management and personnel of the Schools Division.	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention of AO IV.</li> <li>➤ Receive and record on leave card, application for monetization of leave credits.</li> <li>➤ Receive application for leave and records for processing.</li> <li>➤ Receive, process and update leave credits of employees and service credits of teachers.</li> <li>➤ Update Masterlist of Personnel.</li> <li>➤ Process request for Service Record.</li> </ul>	

<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Assistant III</b> Plantilla Item Number: OSEC-DECSB-ADAS3-150001-2018 OSEC-DECSB-ADAS3-150010-2018	Salary Grade: 9 Monthly Salary: 18,784
Station of Deployment: <b>Division Personnel Unit</b>	
<b>QUALIFICATIONS:</b>	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
<b>JOB SUMMARY:</b> Provide assistance on the <b>finance-related functions</b> in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management and payroll services, to ensure efficient office operations.	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<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>➤ Submit to the Regional Payroll Services Unit pertinent documents for payment of salaries, allowances and benefits.</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 Increment and/or Notice of Salary Adjustment).</li> <li>➤ Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.</li> </ul>	

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 DIVISION OF ANGELES CITY  
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**POSITION PROFILE**

Position Title: <b>Administrative Assistant III</b> Plantilla Item Number: OSEC-DECSB-ADAS3-150021-2004	Salary Grade: 9 Monthly Salary: 18,784
Station of Deployment: <b>Division Accounting Unit</b>	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** To maintain and safeguard the books, records and supporting schedules of the Division Office/Schools by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Verify financial statements made by subordinate and verify the journal voucher.
- Prepare adjusting entries and journal vouchers.
- Prepare trial balances, monthly statements of income and expenditure and other financial statements.
- Prepare schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports.
- Prepare the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
- Financial Transactions Recording Procedures

<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Assistant III</b> Plantilla Item Number: OSEC-DECSB-ADAS3-150008-2018 (Northville 15 IS) OSEC-DECSB-ADAS3-150003-2018 (Don Ambrocio Mendiola IS) OSEC-DECSB-ADAS3-150006-2017 (Gov. Rafael L. Lazatin IS) OSEC-DECSB-ADAS3-150075-2004 (Angeles City Nat'l Trade School) OSEC-DECSB-ADAS3-150153-2014 (Sapang Bato Nat'l HS)	Salary Grade: 9 Monthly Salary: 18,784
Station of Deployment: <b>DepED Implementing Units/ Non-Implementing Units</b>	
<b>QUALIFICATIONS:</b>	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
<b>JOB SUMMARY:</b> Provide assistance on the <b>finance-related functions</b> in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management and payroll services, to ensure efficient office operations.	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<b>For Implementing Units:</b>	
<ul style="list-style-type: none"> <li>➤ Prepare/maintain registries of allotment and obligations.</li> <li>➤ Prepare financial and accountability reports and maintains subsidiary ledgers.</li> <li>➤ Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>➤ Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school.</li> <li>➤ Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS.</li> </ul>	
<b>For Non-Implementing Units:</b>	
<ul style="list-style-type: none"> <li>➤ Maintain school's subsidiary ledgers related to cash advances.</li> <li>➤ Assist the school head in the preparation of liquidation of cash advances.</li> <li>➤ Prepare and submit to the SDO the Monthly Summary of Cash Advances Received, Liquidated and Balances.</li> <li>➤ Perform other related bookkeeping and accounting tasks for the schools/SDO as may be assigned.</li> </ul>	

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	<b>ANNOUNCEMENT OF VACANT POSITIONS</b>		Name of Office: <b>OSDS PERSONNEL</b>	

**POSITION PROFILE**

Position Title: <b>Administrative Assistant II</b> Plantilla Item Number: OSEC-DECSB-ADAS2-150063-2007 (BV Romero HS)	Salary Grade: 8 Monthly Salary: 17,505
Station of Deployment: <b>DepED Implementing Unit</b>	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** Assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations.

**GENERAL DUTIES AND RESPONSIBILITIES**

**For Implementing Units:**

- Prepare/maintain registries of allotment and obligations.
- Prepare financial and accountability reports and maintains subsidiary ledgers.
- Prepare liquidation of cash advances.
- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school.
- Prepare Monthly Summary of Cash Advances Received, Liquidated and Balances.
- Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.

**POSITION PROFILE**

Position Title: <b>Administrative Assistant III</b> Plantilla Item Number: OSEC-DECSB-ADAS3-150001-2017 (Enrica Sandico ES) OSEC-DECSB-ADAS3-150004-2017 (Sitio Target IS) OSEC-DECSB-ADAS3-150003-2017 (Pulung Cacutud ES) OSEC-DECSB-ADAS3-150002-2017 (San Ignacio ES & Belen ES)	Salary Grade: 9 Monthly Salary: 18,784
Station of Deployment: <b>DepED Elementary Schools</b>	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** Provide assistance on the **finance-related functions** in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management and payroll services, to ensure efficient office operations.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Review and check MOOE and SBFP liquidation of schools within the District.
- Prepare all documents needed for the completion of school's monthly MOOE Liquidation.
- Monitor the utilization of MOOE and SBFP funds year round.
- Report and return Monthly MOOE and SBFP Liquidation to the SDO.
- Ensure the proper use, maintenance and control of accountable forms such as official receipts, petty cash vouchers and the like.

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**POSITION PROFILE**

Position Title: <b>Administrative Assistant II</b> Plantilla Item Number: OSEC-DECSB-ADAS2-150006-2017 (Don Pepe Henson Mem. School) OSEC-DECSB-ADAS2-150007-2017 (Air Force City Elem. School) OSEC-DECSB-ADAS2-150005-2017 (Leoncia Village ES) OSEC-DECSB-ADAS2-150008-2017 (Mining ES)	Salary Grade: 8 Monthly Salary: 17,505
Station of Deployment: <b>DepED Elementary Schools</b>	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** Provide assistance on the **finance-related functions** in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management and payroll services, to ensure efficient office operations.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Review and check MOOE and SBFP liquidation of schools within the District.
- Prepare all documents needed for the completion of school's monthly MOOE Liquidation.
- Monitor the utilization of MOOE and SBFP funds year round.
- Report and return Monthly MOOE and SBFP Liquidation to the SDO.
- Ensure the proper use, maintenance and control of accountable forms such as official receipts, petty cash vouchers and the like.

**POSITION PROFILE**

Position Title: <b>Administrative Assistant II</b> Plantilla Item Number: OSEC-DECSB-ADAS2-150046-2016 (Sapang Bato Nat'l HS - SHS) OSEC-DECSB-ADAS2-150164-2016 (AG Pabalan ES) OSEC-DECSB-ADAS2-150172-2016 (Apung Guidang Nepomuceno ES)	Salary Grade: 8 Monthly Salary: 17,505
Station of Deployment: <b>Division Senior High School and Elementary Schools</b>	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** Provide administrative assistance to the School Principal and/ or Asst. School Principal

**GENERAL DUTIES AND RESPONSIBILITIES**

- Provide administrative and clerical support to his/her supervisor.
- May be designated to assist either the Principal/School Head or any of the Asst. Principals as deemed necessary.
- Reports to the Asst. Principal for Operations and Learner Support and / or Principal/School Head
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary.

All interested applicants who meet the basic qualification standards may submit their letter of intent indicating the specific position, plantilla item number and station of deployment, being applied for in two (2) separate sealed envelopes, to the **Records Unit**, DepEd Division of Angeles City, Jesus Street, Pulungbulu, Angeles City.

- Folder 1:** CSC Form 212, TOR, Service Record
- Folder 2:** CSC Form 212, TOR, Service Record, and other pertinent documents, such as Certificate of Employment, Certificate of Training/Seminars, Performance Rating and Outstanding Accomplishments.

Last date of submission of application is on **November 6, 2020** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum. **All applicants are requested to register through this link before the deadline: <https://tinyurl.com/ADAS-AARegistration>**

**Note:** Please ensure that the photocopied documents submitted are certified by authorities concerned otherwise said documents will not be honored.

  
**MA. IRELYN P. TAMAYO, PhD, CESE**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent