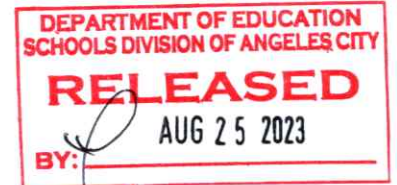




Republic of the Philippines
Department of Education
 Region III
 Schools Division of Angeles City



August 25, 2023

DIVISION MEMORANDUM
 NO. 306s. 2023

**RECRUITMENT, SCREENING AND SELECTION FOR
 PROJECT DEVELOPMENT OFFICER, ADMINISTRATIVE OFFICER II
 ADMINISTRATIVE ASSISTANT III AND
 ADMINISTRATIVE ASSISTANT II POSITIONS**

TO : Assistant Schools Division Superintendent
 Chief SGOD and OIC-Chief CID
 Officials OSDs, CID and SGOD
 School Heads, Public Elementary, Secondary and Senior High School
 All Others Concerned

- The field is hereby informed that the recruitment, screening and selection for vacant Project Development Officer, Administrative Officer II, Administrative Assistant III and Administrative Assistant II positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	September 1, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	September 4, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	To be announced	8:30 am	L & D

- The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: PROJECT DEVELOPMENT OFFICER I (Youth Formation Coordinator)	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: SGOD Unit	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: The position is responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.	
GENERAL DUTIES AND RESPONSIBILITIES	
Program Management and Implementation for Youth Formation	
<ul style="list-style-type: none"> Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program. Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office. 	



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- Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values
- Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities
- Oversees the activities of the schools on youth formation programs.
- Develops a knowledge management system for the newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and for other data driven youth formation activities and submits it to the Regional and Central Office.
- Submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary.
- Initiates other youth formation programs, projects, and activities applicable in the division.

Capacity Building

- Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel.
- Facilitates the conduct of the training needs assessment in schools.
- Prepares training design for capacity building activities.
- Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in coordination with the Human Resource Personnel.
- Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.

Monitoring and Evaluation

- Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program.
- Analyzes/interprets the results of the monitoring.
- Submits the report on the results of monitoring and evaluation to the SGOD Chiefs.
- Provides feedback on youth formation program implementation as reference for possible program intervention/modification.
- Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
- Provides technical assistance on the implementation of youth formation programs, projects and activities from national to school level.

Partnerships and Linkages

- Prepares proposals to possible partners and advocates of youth formation programs.
- Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level

POSITION PROFILE

Position Title: Administrative Officer II (Human Resource Management Officer I)	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: Anunas Elementary School	

CSC QUALIFICATIONS:

Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)



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JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.

GENERAL DUTIES AND RESPONSIBILITIES:

- Personnel Administration and Records
- Compensation and Benefits Administration
- Property Custodianship
- General Administrative Support
- Other HR-Related Functions

POSITION PROFILE

Position Title: ADMINISTRATIVE ASSISTANT III (Secretary II)	Salary Grade: 9 Monthly Salary: P21,211.00
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Station of Deployment: Malabanas IS / Personnel Unit

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.
- To provide assistance to the AO IV for Personnel, in the provision of **personnel administration services** to the management and personnel of the Schools Division

GENERAL DUTIES AND RESPONSIBILITIES

For School:

- Maintain school's subsidiary ledgers related to cash advances.
- Assist the school head in the preparation of liquidation of cash advances.
- Check and report monthly MOOE and SBFP Liquidation of the schools to the SDO.
- Monitor the utilization of MOOE and SBFP funds year round.
- Prepare and submit to the SDO the Monthly Summary of Cash Advances Received, Liquidated and Balances.
- Perform other related bookkeeping and accounting tasks for the schools/SDO as may be assigned.

For Division Personnel:

- Prepare lists of vacancies for publication pursuant to CSC rules and regulations
- Provide job description of vacant positions with specific qualifications required by the requesting unit
- Gather and file applications received using systematic indexing and file documents submitted by applicants
- Prepares appointments papers of selected applicants
- Prepare notice of promotion and appointment as instructed.
- Keep a complete and updated information of all officials and employees and relevant records in their 201 files
- Receive application for employment, queries, transfer and documents pertaining to personnel actions for the attention AO IV for personnel.
- Records and releases documents after personnel action
- Monthly update of PSIPOP in the GMIS



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POSITION PROFILE		
Position Title: Administrative Assistant II (Bookkeeper)		Salary Grade: 8 Monthly Salary: P19,744.00
Station of Deployment: Rafael L. Lazatin Memorial HS		
CSC QUALIFICATIONS:		PREFERRED QUALIFICATIONS:
Education:	Completion of two years studies in college	Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine(9) units in accounting subjects.
Experience:	1 year relevant experience	1 year relevant experience in accounting activities/tasks
Training:	4 hrs. of relevant training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software
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:		
<ul style="list-style-type: none"> • 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. 		

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and are advised to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- 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 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;



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- 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 of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
 - k) Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i) 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; and
4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.
5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education **Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non- Teaching Positions**
6. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
8. Immediate dissemination of this Memorandum is desired.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT