



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



2 Sept 2025

DIVISION MEMORANDUM
NO. 281, s. 2025

**RECRUITMENT, SCREENING AND SELECTION FOR RELATED-TEACHING, AND
NON-TEACHING POSITIONS**

TO : Assistant Schools Division Superintendent
Chief education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the recruitment, screening and selection for related teaching, and non-teaching positions, this Division, to mention:

Position	Station/Vacancy	Deadline of Submission
Guidance Counselor I, II, and III	Secondary and Senior High Schools	Sept. 9, 2025, 5:00pm at the Records Unit
Administrative Officer IV (Procurement)	SDO Angeles City	
Administrative Officer II (Procurement)		
Legal Assistant I		

2. The CSC Qualification Standard and Job Description of the said positions are stated below:

Position Title	SG	Education	Training	Experience	Eligibility
Guidance Counselor I	11	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Guidance Counselor II	12	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Guidance Counselor III	13	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Job Summary: Provides and implements guidance and counseling services. (See attachment 1)					



Jesus St., Brgy. Pulungbulu, Angeles City 2009
angeles.city@deped.gov.ph



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POSITION PROFILE	
Position Title: Legal Assistant I	Salary Grade: 10 Monthly Salary: P25,586.00
Station of Deployment: SDO Angeles City	
CSC QUALIFICATIONS:	
Education:	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Experience:	None Required
Training:	None Required
Eligibility:	Career Service (Professional) Second Level Eligibility
JOB SUMMARY: Provides legal services in the form of assistance in the management and disposition of cases. (See attachment 2)	

POSITION PROFILE	
Position Title: Administrative Officer IV (Procurement)	Salary Grade: 15 Monthly Salary: P40,208.00
Station of Deployment: SDO Angeles City	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree relevant to the job
Experience:	One (1) year relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility
JOB SUMMARY: The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC. (See attachment 3)	



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POSITION PROFILE	
Position Title: Administrative Officer II (Procurement)	Salary Grade: 11 Monthly Salary: P30,024.00
Station of Deployment: SDO Angeles City	
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 providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database. (See attachment 4)	

3. 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. Qualified applicants shall be notified through email, text or call on the scheduled Division Comparative Assessment.

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the following:

4.1 For Related Teaching : **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions Enclosure No. 4 Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**

4.2 For Non-teaching: **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions Enclosure No. 5 Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**



Jesus St., Brgy. Pulungbulu, Angeles City [2009](mailto:angeles.city@deped.gov.ph)
(045) 901-9498/angeles.city@deped.gov.ph



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5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements at the Records Unit, fastened in a **pink folder** and properly labelled. The Annex C Checklist of Requirements (downloadable) is required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41⁴ of EO 292, as amended by RA No. 6733 and as further amended by RA 10755.
6. For positions requiring Performance Rating, Section 20(i) of DO 007, s. 2023, the applicant must submit a photocopy of the Performance Rating covering one year performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings.
7. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
8. 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.
9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
10. 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.
11. The Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).



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12. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Incl.: As stated

Reference: DO 7, s. 2023 ; DO 21 s. 2024

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

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/September 2, 2025



Jesus St., Brgy. Pulungbulu, Angeles City [2009](https://www.deped.gov.ph)
[045\) 901-9498](tel:0459019498) / angeles.city@deped.gov.ph

DUTIES AND RESPONSIBILITIES

Guidance Counselor I

1. Organizes functional and suitable guidance and counseling program
2. Provides effective individual and group counseling
3. Identifies students' needs and problems
4. Provides career counselling to students
5. Provides scholarship programs to students

Guidance Counselor II

1. Provides orientation to students in all year levels
2. Formulates guidance and counseling forms including individual inventory, agreement forms
3. Administers and interprets individual and groups psychological and projective tests
4. Provides effective individual and group counseling
5. Identifies students' needs and problems
6. Makes an action research based on the results of the identified of students' needs and problems
7. Makes referrals to different government agencies
8. Coordinates with the community, NGOs or Gos for program support
9. Provides career counselling to students
10. Provides scholarship programs to students

Guidance Counselor III

1. Organizes functional and suitable guidance and counselling program
2. Provides orientation to students in all year levels
3. Implements guidelines and school policies
4. Formulates guidance and counseling forms including individual inventory, agreement forms
5. Administers and interprets individual and group psychological and projective tests
6. Holds parent-teacher conferences
7. Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management

Job Description – Ver. 2

 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: _____
Position Title	Legal Assistant I		Salary Grade	10
Parenthetical Title			Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent		Unit/Division	Legal Unit
Reports to	Attorney III		Effectivity Date	
Positions Supervised				
JOB SUMMARY				
To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Schools Division Office and to provide clerical support to the Attorney III for the effective and efficient operation of the Legal Unit.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses			
Experience	None required			
Eligibility	Career Service (Professional)- Second Level Eligibility			
Trainings	None required			
B. Preferred Qualifications				
Education	Preferably with at least 13 units of LLB			

	Excellent written and verbal communication skills
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the Internet

SDO_OSDS_Legal Assistant I
Page 1 of 3
Job Description -- Ver. 2

KRA	DUTIES AND RESPONSIBILITIES
Impartial, evidence-based, and speedy investigation	1. Prepare the order to submit counter-affidavit/answer and notice of hearing 2. Conduct research of applicable laws, rules and regulations, jurisprudence 3. Create and maintain case files(expediente) of pertinent documents for current and pending administrative cases for ease in historical reference. 4. Create and maintain data base on status of cases
Provide effective and efficient in-house general legal services	1. Prepare simple/basic correspondence and communications.
Safeguarding the Department's rights and interests on school sites	1. Create and maintain data base of schools sites 2. Consolidate the Complete Staff Work (CSW) of every school site within the SDO
Timely submission of report on matters which are required by law	1. Logs, follow-up and consolidate reports on School's Compliance to Child Protection/Anti Bullying Policy 2. Create and maintain data base of cases involving Child Abuse and Bullying
Clerical Support	1. Schedules/calendars Legal Unit's activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.

Records Management	1. Receives, records and routes documents addressed to the Legal Unit by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. 2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Documents proceedings and agreements of meetings as assigned, and distributes copies of the minutes to concerned parties as well as files a copy for future reference. 4. Notes down the daily "whereabouts" of Legal Unit Staff to respond to be able to locate them in response to queries from clients
Administrative Support	1. Prepares or encodes into electronic format word documents and other presentation materials 2. Provides assistance and administrative support to training and conferences as assigned. 3. Coordinates preparation of documents needed in the operations of the Legal Unit. 4. Ensure security of office equipments and availability of office supplies
Secretariat/Frontline	1. Prepares clearances and certifications upon request for the signature of proper authorities. 2. Coordinates travel bookings of staff based on instructions and gives feedback on status of bookings. 3. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned 4. Receives and routes incoming calls to or logs information and notifies the concerned party 5. Greets and entertains office visitors and responds to their needs 6. Logs concerns brought to the office and follow through on inquiries

ADMINISTRATIVE OFFICER IV

Job Description – v.1

KRA	DUTIES AND RESPONSIBILITIES
Procurement Planning	• Assist the end-user units in the preparation of their procurement documents • Conduct quarterly end-user interface • Assist and review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE • Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units
Procurement Process Management	• Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system • Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures. • Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings • Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents • Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan • Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned • Oversee the dissemination of procurement documents to suppliers, contractors and consultants • Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices
Procurement Contracts Management	• Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts

KRA	DUTIES AND RESPONSIBILITIES
Procurement Monitoring and Evaluation	• Assist in the preparation of Inspection Order to be issued by the Schools Division Superintendent (SDS) or the Head of the Administrative Unit, as may be authorized by the SDS, by providing the particulars of the project and items for inspection • Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI • Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures; • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements) • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants
Secondary Duties	• Perform other functions as may be assigned by the Head of Office

ADMINISTRATIVE OFFICER II

KRA		DUTIES AND RESPONSIBILITIES
Procurement Planning	• Assist the Administrative Officer IV in the conduct of quarterly end-user interface • Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat. • Plan and Budget Offices in the preparation of each Office's PPMP • Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt of approved procurement requests from the end-user units	
Procurement Process Management	• Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings • Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents • Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan • Record minutes of Bids and Awards Committee meetings • Submit procurement documents for further review for presentation during the BAC meeting • Develops a supplier, contractor and consultant, and observer database for the central and regional offices. • Updates database regularly • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices	
Procurement Contracts Management	• Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Assist in the coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Provide administrative support in the implementation and administration of procurement contracts • Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts • Provide administrative support in monitoring compliance with specified terms and conditions of the procurement contracts	

KRA	DUTIES AND RESPONSIBILITIES
Procurement Monitoring and Evaluation	• Gather data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to the PMR and APCPI • Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices • Encodes latest prices gathered through market survey, and updates prices on a regular basis
Administrative & Records Management	• Provide administrative support to the RO Inspectorate Team by checking and providing them copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO • Coordinate with School Heads for the delivery of goods procured by the RO or CO • Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants • Coordinates and facilitates actual conduct of meetings with end-users
Secondary Duties	• Perform other functions as may be assigned by the Head of Office