

	<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-QF-OSDS-PER-026 Revision: 00 Effectivity date: 10/31/2018 <b>RELEASED</b> BY:  SEP 01 2022
	<b>ANNOUNCEMENT OF VACANT POSITIONS</b>		Name of Office: OSDS-PERSONNEL

August 31, 2022

**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.**

**POSITION PROFILE**Position Title: **Administrative Officer II**

Plantilla Item Number:

OSEC-DECSB-ADOF2-150478-2020

OSEC-DECSB-ADOF2-150480-2020

OSEC-DECSB-ADOF2-150490-2020

OSEC-DECSB-ADOF2-150008-2021

Salary Grade: 11

Monthly Salary: P25, 439.00

**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:** 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***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:
  - d. recruitment and selection of applicants in the school assigned
  - e. 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.
  - f. Prepare ERF of qualified teachers and submit to SDO for processing

*Personnel Records*

- Update regularly 201 files and maintain database of personal information of school personnel.
- Consolidate daily time record (DTR) of school personnel and prepare monthly report of service.
- 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.

*Compensation and Benefits*

- 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 endorsement by the school head to the SDO.



*Other HR-related functions*

- 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.
- Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school.
- Prepare and submit HR-related reports to school head/HRMO
- Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
- 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**

- Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored





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- properly in a secured facility.
- Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
  - Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
  - Prepare and submit reports on all property accountability of the school.
  - Perform other functions on property custodianship as may be assigned by the immediate supervisor.
- **GENERAL ADMINISTRATIVE SUPPORT**
- Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
  - Assist the school planning team in the preparation of SIP/AIP.
  - Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
  - Perform other functions as may be assigned by the School Head.

<b>POSITION PROFILE</b>		
Position Title: <b>Administrative Assistant III</b> Plantilla Item Number: OSEC-DECSB-ADAS3-150007-2018 OSEC-DECSB-ADAS3-150004-2017 OSEC-DECSB-ADAS3-150008-2018		Salary Grade: 9 Monthly Salary: P20,402.00
Station of Deployment: <b>Elementary / Integrated Schools</b>		
<b>CSC QUALIFICATIONS:</b>		<b>PREFERRED QUALIFICATIONS:</b>
Education:	Completion of two years studies in college	Education: 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:	1 year relevant experience	
Training:	4 hrs. of 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>▪ 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>		

<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Officer I (Supply Officer)</b> Plantilla Item Number: OSEC-DECSB-ADOF1-150057-2004	Salary Grade: 10 Monthly Salary: P22,190.00
Station of Deployment: <b>Angeles City National Trade School</b>	
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
<b>JOB SUMMARY:</b> To provide technical services to the management and staff in relation to procurement, inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment and properties to support the efficient operations of the school in managing the delivery of quality basic education. To facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.	



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**GENERAL DUTIES AND RESPONSIBILITIES**

- Policies, Standards, Guidelines System
- Procurement and Acquisition
- Delivery Inspection and Acceptance
- Custodianship
- Disposal

**POSITION PROFILE**

Position Title: <b>Education Program Specialist II</b>	Salary Grade: 16 Monthly Salary: P38,150.00
Station of Deployment: <b>School Governance and Operations Division</b> (Social Mobilization and Networking)	

**CSC QUALIFICATIONS:**

Education:	Bachelor's degree in Education or its equivalent
Experience:	2 years experience in education research, development, implementation or other relevant experience.
Training:	4 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional)Appropriate Eligibility for Second Level Position

**JOB SUMMARY:** To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

**GENERAL DUTIES AND RESPONSIBILITIES:**

➤**RESOURCING**

- ☐ Provide assistance and support in the preparation and implementation of advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education.
- ☐ Provide assistance and support in monitoring progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships
- ☐ Assist in preparing draft for partnership proposals for recommendation to the SDS
- ☐ Assist in the drafting of Memorandum of Agreement/ Understanding for recommendation to the SDS

➤**SUSTAINED PARTNERSHIPS**

- ☐ Draft write up on updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support.
- ☐ Develop and maintain a data base of Programs supported by Stakeholders (existing and New Ones)
- ☐ Assist in preparing a Final Report of Accomplishments of Programs supported by stakeholders to provide feedback and generate continuous support
- ☐ Assist in monitoring implementation of programs and projects focused on resource mobilization and submit report to management to provide feedback and generate continuous support.

➤**RESEARCH AND DEVELOPMENT**

- ☐ Assist in the conduct of action research on factors contributing to successful participation and provision of resources for school governance.

➤**TECHNICAL ASSISTANCE**

- ☐ Assist in the provision of Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to social mobilization and governance and operations



**POSITION PROFILE**

Position Title: <b>Elementary School Principal I</b>	Salary Grade: 19
Plantilla Item Number: OSEC-DECSB-SP1-151505-2010 OSEC-DECSB-SP1-151514-2010	
Station of Deployment: Elementary / Integrated Schools	Monthly Salary: P49,835.00

**QUALIFICATIONS:**

Education:	Bachelor's degree in elementary education; or Bachelor's degree w/ 18 professional education units
Experience:	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years



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Training:	40 hrs.of relevant training
Eligibility:	RA 1080 (LET)/PBET/Teacher (NQESH Passer)

GENERAL DUTIES AND RESPONSIBILITIES

- Supervises and directs all school teaching and non-teaching personnel.
- Manages instructional system and sets up goals and objectives.
- Promotes and coordinates services for the holistic development of school personnel and pupils.
- Requests and Distributes instructional materials.
- Practices equitable distribution of teaching loads and observes teacher-learner ratio.
- Initiates and compiles teachers' professional documents in portfolios.
- Rates all school personnel performance and recommends promotion.
- Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.
- Establishes linkages with stakeholders.Recognizes accomplishments of stakeholders.
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Leads the preparation of SIP/AIP and ensures participation of stakeholders.
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.

APPLICATION PROCEDURE:

1. Register your application through this link: <https://tinyurl.com/depedacvacantpositions>
2. Submit the following documents arranged in **folder with proper tabs/labels and enclosed in separate sealed envelopes (1 copy for each folder)**:

Envelope 1 (For Pre-evaluation of documents):

- a. Letter of intent addressed to: MA. IRELYN P. TAMAYO, PhD, CESO V  
Schools Division Superintendent
- b. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet)  
download from <https://www.depedangelescity.com/resources/downloadable/forms>
- c. Transcript of Records (photocopy)
- d. Performance Rating for three rating periods (photocopy)
- e. Service Record/Certificate of Employment (photocopy)

Envelope 2: (For Division Open Ranking)

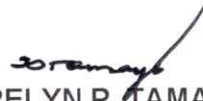
- a. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet),
- b. Transcript of Records (photocopy)
- c. Service Record/ Certificate of Employment (photocopy)
- d. Other pertinent documents, such as Certificate of Training/Seminars, Innovations, Articles/Publications, Resource Speakership and Outstanding accomplishments. (photocopies)

Application documents must be submitted to the Records Unit, DepEd Division of Angeles City, Jesus St. Pulungbulu Angeles City. Last date of submission will be on **September 7, 2022** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

Reference: **(DepEd Order 66, s. 2007)** Selection, Promotion and Designation of other Teaching and Related Teaching and Non-Teaching Position (Level 1)

**DepEd Order No. 42, s. 2007** Revised Guidelines on Selection, Promotion and Designation of School Heads

**Note:** Please ensure that the photocopied documents submitted are certified by authorities concerned (**Omnibus Certificate**) otherwise said documents will not be honored. **All submitted documents will no longer be returned to the applicant.**

  
 MA. IRELYN P. TAMAYO, PhD, CESO V  
 Schools Division Superintendent