



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

18 APR 2024

DIVISION MEMORANDUM  
No. 0354, s. 2024

**ANNOUNCING THE VACANCIES FOR NON-TEACHING POSITIONS  
IN THE DIVISION OF NEGROS ORIENTAL**

TO: OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancies for the following positions:

- (4) Administrative Officer II
- (25) Administrative Assistant III
- (28) Administrative Assistant II
- (1) Administrative Assistant I
- (3) Administrative Aide VI
- (2) Nurse II

2. This Office fully implements the Equal Employment Opportunity Principle (EEOP) hence, all qualified applicants shall be given due consideration for employment regardless of sex or gender orientation, age, civil status, religious affiliation, disability status, ethnicity or political belief.

3. All interested applicants shall submit their complete documentary requirements in **one (1) folder following the color coding** with proper tabbing, arranged as listed below on or before 5:00 P.M. of **May 3, 2024** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section **or** submit electronic copies to [negros.orientalhrmu@gmail.com](mailto:negros.orientalhrmu@gmail.com), upon submission of hard copies upon request for purposes of verification.

a) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official;  
<https://tinyurl.com/COFandOSS>;

b) Letter intent addressed to the Schools Division Superintendent;

**NERI C. OJASTRO, EdD, CESO V**  
**Schools Division Superintendent**

c) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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- d) Photocopy of Certificate of Eligibility/Rating/License;
- e) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- f) Photocopy of TOR showing the General Weighted Average (GWA);
- g) Photocopy of Certificates of Training acquired after the last promotion but within the last five (5) years (*with summary: Enclosure D*);
- h) Photocopy of Service Record or Certificate of Employment;
- i) Photocopy of recent approved Performance Rating covering one (1) year performance prior to the deadline of submission, if applicable;
- j) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment;
- k) Photocopy of Performance Rating obtained from relevant work experience, if performance rating in item (h) is not relevant to the position to be filled.

Applicants who failed to submit complete **mandatory** requirements particularly **Items 3.a to 3.e** shall **not** be processed.

4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement. **Any false and fraudulent document submitted shall be grounds for disqualification. No additional documents shall be accepted after May 3, 2024.**

5. **DepEd Order No. 007, s. 2023** shall be the basis for evaluation of these papers.

6. The following enclosures are attached for reference:

- A. Qualification Standards
- B. Job Description
- C. Checklist of Requirements and Omnibus Sworn Statement on the Certification on Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form  
(<https://tinyurl.com/COFandOSS>)
- D. Summary of L&D Interventions/Training Programs Attended
- E. Timeline/Schedule of Activities
- F. Front cover of the folder can be downloaded:  
(<https://tinyurl.com/2pfwhmes>)

7. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Human Resource Management Unit or contact her at (035)422-0267.

8. It is desired that this Memorandum be given widest dissemination.

**By Authority of the Schools Division Superintendent:**

**ROMEL VICTOR A. VILLAHERMOSA**  
OIC, Assistant Schools Division Superintendent  
Office-In-Charge

NCO/RVV-EQA/AdS/LBY/JAD/maryann  
April 18, 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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Enclosure A.

LIST OF VACANCIES FOR NON-TEACHING POSITIONS

No.	Position Title	SG	Monthly Salary	Level	Color	Minimum Qualification Standard				Place of Assignment/Station
						Education	Exeperience	Training	Elibility	
3	<b>ADMINISTRATIVE OFFICER II</b> ADOF2-101-2020 (OSDS) ADOF2-66-2021 (OSDS) ADOF2081-2020 (OSDS)	11	27,000	2	BROWN	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	SDO-Negros Oriental
1	<b>ADMINISTRATIVE OFFICER II</b> ADOF2-510197-2016 (SHS)	11	27,000	2	BROWN	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	LLTVS, La Libertad
20	<b>ADMINISTRATIVE ASSISTANT III</b> ADAS3-510058-2014 (OSDS) ADAS3-510206-2017 (OSDS) ADAS3-510221-2017 (OSDS) ADAS3-510231-2017 (OSDS) ADAS3-510234-2017 (OSDS) ADAS3-510045-2014 (OSDS) ADAS3-510032-2014 (OSDS) ADAS3-510227-2017 (OSDS) ADAS3-510214-2017 (OSDS) ADAS3-510149-2018 (OSDS) ADAS3-510053-2014 (OSDS) ADAS3-510056-2014 (OSDS) ADAS3-510041-2014 (OSDS) ADAS3-510037-2014 (OSDS) ADAS3-510224-2017 (OSDS) ADAS3-510213-2017 (OSDS) ADAS3-510051-2014 (OSDS) ADAS3-510047-2014 (OSDS) ADAS3-510048-2014 (OSDS) ADAS3-510226-2017 (OSDS)	9	21,129	1	ORANGE	Completion of Two years studies in College	1 year of relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	SDO-Negros Oriental
5	<b>ADMINISTRATIVE ASSISTANT III</b> ADAS3-510053-2007 (Maria Macahig NHS) ADAS3-510009-2009 (Santiago Delmo NHS) ADAS3-510008-2007 (Amlan NHS) ADAS3-510013-2007 (Mabinay NHS) ADAS3-510013-2011 (Pulangbato NHS)	9	21,129	1	ORANGE	Completion of Two years studies in College	1 year of relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	Siaton District Zamboanguita District Amlan District Mabinay District Valencia District


**LIST OF VACANCIES FOR NON-TEACHING POSITIONS**

No.	Position Title	SG	Monthly Salary	Level	Color	Minimum Qualification Standard				Place of Assignment/Station
						Education	Exeperience	Training	Elibility	
11	<b>ADMINISTRATIVE ASSISTANT II</b> ADAS2-510225-2017 (OSDS) ADAS2-510238-2017 (OSDS) ADAS2-510228-2017 (OSDS) ADAS2-510233-2017 (OSDS) ADAS2-510235-2017 (OSDS) ADAS2-510222-2017 (OSDS) ADAS2-510211-2017 (OSDS) ADAS2-510232-2017 (OSDS) ADAS2-510216-2017 (OSDS) ADAS2-510229-2017 (OSDS) ADAS2-510221-2017 (OSDS)	8	19744	1	YELLOW	Completion of Two years studies in College	1 year of relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	SDO-Negros Oriental
6	<b>ADMINISTRATIVE ASSISTANT II</b> ADAS2-510163-2018 (Dauin NHS) ADAS2-510180-2018 (Amlan NHS) ADAS2-510164-2018 (DLANHS) ADAS2-510170-2018 (Manjuyod NHS) ADAS2-510168-2018 (Mabinay NHS) ADAS2-510167-2018 (LLTVS)	8	19,744	1	YELLOW	Completion of Two years studies in College	1 year of relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	Dauin District Amlan District Bindoy District Manjuyod District Mabinay District La Libertad District
11	<b>ADMINISTRATIVE ASSISTANT II</b> ADAS2-510464-2016 (SHS) ADAS2-510445-2016 (SHS) ADAS2-510470-2016 (SHS) ADAS2-510410-2016 (SHS) ADAS2-510481-2016 (SHS) ADAS2-510442-2016 (SHS) ADAS2-510444-2016 (SHS) ADAS2-510466-2016 (SHS) ADAS2-510461-2016 (SHS) ADAS2-510474-2016 (SHS) ADAS2-510477-2016 (SHS)	8	19,744	1	YELLOW	Completion of Two years studies in College	1 year of relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	SDO-Negros Oriental
1	<b>ADMINISTRATIVE ASSISTANT I</b> ADAS1-510028-2015 (OSDS)	7	18,620	1	YELLOW GREEN	Completion of Two years studies in College	None Required	None Required	Career Service (Sub-Professional)	SDO-Negros Oriental
2	<b>ADMINISTRATIVE AIDE VI</b> ADA6-510036-2004 (OSDS) ADA6-510057-2015 (OSDS) ADA6-510053-2015 (OSDS)	6	17,553	1	MAROON	Completion of Two years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	SDO-Negros Oriental

**LIST OF VACANCIES FOR NON-TEACHING POSITIONS**

No.	Position Title	SG	Monthly Salary	Level	Color	Minimum Qualification Standard				Place of Assignment/Station
						Education	Exeperience	Training	Elibility	
2	<b>NURSE II</b> NURS2-45-2021 (SGOD) NURS2-22-2021 (SGOD)	16	39,672	2	PURPLE	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	SDO-Negros Oriental

**Enclosure B.**

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	<b>11</b>
<b>Parentetical Title</b>		<b>Governance Level</b>	School
<b>Unit</b>		<b>Division</b>	
<b>Reports to</b>	School head and AOV for Administrative Services in the SDO	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p><b>Personnel Administration</b></p>	<p><b>Recruitment and Selection</b>                      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:</p> <ul style="list-style-type: none"> <li>a. recruitment and selection of applicants in the school assigned</li> <li>b. 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</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ul> <p><b>Personnel Records</b></p> <ul style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information of school personnel</li> <li>b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated</li> <li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</li> </ul> <p><b>Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>a. 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)</li> <li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ul> <p><b>Other HR-related functions</b></p> <ul style="list-style-type: none"> <li>a. Update school personnel of the latest HR-related policies</li> <li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ul>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>d. Prepare and submit HR-related reports to school head/HRMO</li> <li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li> <li>f. Facilitate submission and approval by the SDS of Permit to Study/Practive of Profession, Authority to Travel, and other school requests for school personnel.</li> </ul>
<b>Property Custodianship</b>	<ul style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers</li> <li>b. Assist the school planning team in the preparation of SIP/AIP</li> <li>c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc</li> <li>d. Perform other functions as may be assigned by the immediate supervisor.</li> </ul>

**Note:** Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Performing Staff/Non-Technical Functions** (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties** and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).**





Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
<b>Position Title</b>	Administrative Assistant III	<b>Salary Grade</b>	9
<b>Parenthetical Title</b>	Senior Bookkeeper	<b>Governance Level</b>	SDO
<b>Unit</b>	OSDS	<b>Division</b>	SDO-NEGROS ORIENTAL
<b>Reports to</b>		<b>Effectivity Date</b>	
<b>Positions Supervised</b>		<b>Page/s</b>	
<b>JOB SUMMARY</b>			
This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Training	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Training			

**Note:** The Immediate Supervisor, Key Result Areas (KRAs), duties and responsibilities may vary depending on place assignment/work station, e.g. Personnel Unit, Budget Unit, Accounting Unit or School.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Accounting Services</b>	<p><b>For DepEd Implementing Units</b></p> <ol 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> </ol> <p><b>For Non-Implementing Units</b></p> <ol 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 Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned</li> </ol>
<b>Salary Administration and Personnel Records</b>	<ol 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 RPSU 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 Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)</li> <li>Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.</li> <li>Handle the administration of the Biometric system</li> <li>Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions.</li> </ol>
<b>Financial Records and Reports</b>	<ol style="list-style-type: none"> <li>Ascertain that transaction have been properly recorded in books</li> <li>Verify financial statements made by subordinate, verify the journal voucher</li> <li>Prepares adjusting entries and journal vouchers</li> <li>Prepares trial balances, monthly statements of income and expenditure and other financial statements;</li> </ol>
<b>Account Tracking</b>	<ol style="list-style-type: none"> <li>Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports</li> <li>Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records</li> </ol>
<b>Financial Transactions Recording Procedures</b>	<ol style="list-style-type: none"> <li>Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.</li> <li>Provides inputs for improvement of accounting section</li> <li>Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.</li> </ol>



Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
<b>Position Title</b>	Administrative Assistant II	<b>Salary Grade</b>	8
<b>Parentetical Title</b>		<b>Governance Level</b>	SDO
<b>Unit</b>		<b>Division</b>	SDO-NEGROS ORIENTAL
<b>Reports to</b>		<b>Effectivity Date</b>	
<b>Positions Supervised</b>		<b>Page/s</b>	
<b>JOB SUMMARY</b>			
<p>This position shall 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.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Training	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Training			

**Note:** The Immediate Supervisor, Key Result Areas (KRAs), duties and responsibilities may vary depending on place assignment/work station, e.g. Personnel Unit, Budget Unit, Accounting Unit or School.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Accounting Services</b>	Assist the Senior Bookkeeper/School Head in the performance of the following: <ol style="list-style-type: none"> <li>a. Preparation/maintenance of registries of allotment and obligations</li> <li>b. Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>c. Preparation of liquidation of cash advances</li> <li>d. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>e. Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division</li> <li>f. Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>g. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li> </ol>
<b>Budgeting Services</b>	<p>Budget System</p> <ol style="list-style-type: none"> <li>a. Assist in the conduct of orientations and workshops on the budgeting system</li> <li>b. Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ol> <p>Budget Preparation</p> <ol style="list-style-type: none"> <li>a. Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> <li>b. Provide clerical support in the preparation of budget proposals</li> <li>c. Act as Liaison Officer to DBM, NEDA and other oversight bodies</li> <li>d. Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> <li>e. Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ol> <p>Budget Execution</p> <ol style="list-style-type: none"> <li>a. Assist in gathering of data needed in the preparation of cost efficiency computations</li> <li>b. Prepare data needed to approve obligation requests</li> <li>c. Gather data needed to evaluate and prepare status report on budget utilization</li> <li>d. Prepares documents to approve fund transfer to other operating units</li> </ol> <p>Budget Accountability and Reports</p> <ol style="list-style-type: none"> <li>a. Gather data needed in the preparation of budget accountability reports</li> </ol>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Property Custodianship</b>	<ul style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>a. Assist the school head in the preparation of School Form 7 (SF7)/loading of teachers</li> <li>b. Assist the school planning team in the preparation of SIP/AIP</li> <li>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc</li> <li>d. Perform other functions as may be assigned by the immediate supervisor.</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: _____			
<b>Position Title</b>	Administrative Assistant I	<b>Salary Grade</b>	7			
<b>Parenthetical Title</b>		<b>Governance Level</b>	SDO			
<b>Office/Bureau/Service</b>	OSDS	<b>Unit/Division</b>	Budget Unit- Finance Division			
<b>Reports to</b>	Budget Officer III	<b>Effectivity Date</b>				
<b>Positions Supervised</b>	<b>JOB SUMMARY</b>					
<p>To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.</p> <p>To provide administrative support to the Finance Services functions.</p>						
<b>QUALIFICATION STANDARDS</b>						
<b>A. CSC Prescribed Qualifications</b>						
Education	Atleast 2 years college level					
Experience	None required					
Eligibility	Career Service Professional (First Level Eligibility)					
Trainings	None required					
<b>B. Preferred Qualifications</b>						
<b>Additional Requirements</b>	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet</i>					


KEYRESULT AREAS	DUTIESANDRESPONSIBILITIES
<b>Budget Preparation, Execution and Accountability Data and Documents</b>	<ol style="list-style-type: none"> <li>1. Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports</li> <li>2. Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> <li>3. Provides clerical support in the preparation of budget proposals</li> <li>4. Prepares obligation request for claims</li> <li>5. Prepares reports on the budget matters</li> </ol>

 <p>Department of Education</p>	<p><b>JOB DESCRIPTION</b></p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p><b>Position Title</b></p>	<p>Administrative Aide VI</p>	<p><b>Salary Grade</b></p>	<p><b>6</b></p>
<p><b>Parentetical Title</b></p>		<p><b>Governance Level</b></p>	<p>School Division Office</p>
<p><b>Office/Bureau/Service</b></p>		<p><b>Unit/Division</b></p>	<p>Office of the SDS</p>
<p><b>Reports to</b></p>	<p>Schools Divisions Superintendent</p>	<p><b>Effectivity Date</b></p>	
<p><b>Positions Supervised</b></p>	<p>None</p>		
<p><b>JOB SUMMARY</b></p>			
<p>To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS)</p>			
<p><b>QUALIFICATION STANDARDS</b></p>			
<p><b>A. CSC Prescribed Qualifications</b></p>			
<p>Education</p>	<p>At least Two year college level</p>		
<p>Experience</p>	<p>No required experience</p>		
<p>Eligibility</p>	<p>Career Service Sub-Professional (First Level Eligibility)</p>		
<p>Trainings</p>	<p>No required training</p>		
<p><b>B. Preferred Qualifications</b></p>			
<p>Education</p>	<p>Bachelors degree</p>		
<p>Experience</p>	<p>2 years relevant experience</p>		
<p>Eligibility</p>			
<p>Trainings</p>			
<p><b>KEY RESULT AREAS</b></p>		<p><b>DUTIES AND RESPONSIBILITIES</b></p>	
<p><b>Plots/Schedules Activities</b></p>	<p>1. Schedules/calendars OSDS activities such as training and workshops, meetings/appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</p>		



KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Record Management</b>	<ol style="list-style-type: none"> <li>1. Receives, records and routes documents addressed to the SDS 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</li> <li>2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>3. Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference.</li> </ol>
<b>Administrative Support</b>	<ol style="list-style-type: none"> <li>1. Prepares or encodes into electronic format word documents and other presentation materials</li> <li>2. Provides assistance and administrative support to training and conferences as assigned.</li> <li>3. Coordinates preparation of documents needed in the operations of SDO</li> <li>4. Ensure security of office equipment and availability of office supplies</li> </ol>
<b>Secretariat/Frontline</b>	<ol style="list-style-type: none"> <li>1. Receives and routes incoming calls to or logs information and notifies the concerned party</li> <li>2. Greets and entertains office visitors and responds to their needs</li> <li>3. Logs concerns brought to the office and follow through on inquiries</li> <li>4. Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings.</li> <li>5. Coordinates meetings and appointment with external parties ( dates and venue, meals arranged as needed) and confirms such to all concerned</li> </ol>



 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
<b>Position Title</b>	Nurse II	<b>Salary Grade</b>	16
<b>Parentetical Title</b>		<b>Governance Level</b>	SDO
<b>Unit</b>		<b>Division</b>	SGOD
<b>Reports to</b>	Chief Education Supervisor	<b>Effectivity Date</b>	
<b>Positions Supervised</b>		<b>Page/s</b>	
<b>JOB SUMMARY</b>			
Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor of Science in Nursing		
Experience	At least 2 years of relevant experience		
Eligibility	RA 1080 (Nursing Licensure Exam)		
Training	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Training			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Health Programs and Services</b>	<ul style="list-style-type: none"> <li>○ Classroom inspection to detect early signs and symptoms/disability of learners</li> <li>○ Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.</li> <li>○ Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school</li> <li>○ Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners</li> <li>○ Maintains a functional school clinic</li> <li>○ Checks on the proper sanitation and healthful living conditions of the school and community</li> <li>○ Utilize tried and tested medicinal plants for the treatment of common ailments</li> <li>○ Coordinate with other health personnel, the translation of scientific knowledge to desirable health behavior</li> <li>○ Coordinate with the Medical Officer for the provision of needed health facilities, medicine and supplies</li> <li>○ Prepares and submit needed reports</li> </ul>
<b>Nutrition Program and Services</b>	<ul style="list-style-type: none"> <li>○ Assist in the development, design, implementation, evaluation and monitoring of Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office and submit needed reports</li> <li>○ Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation</li> </ul>
<b>Linkages</b>	<ul style="list-style-type: none"> <li>○ Establish/Strengthen linkages between education partners and stakeholders</li> </ul>
<b>Special Services</b>	<ul style="list-style-type: none"> <li>○ Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum</li> <li>○ Participate in Sports, Scouting and Other Division/School activities</li> </ul>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/ Subcommittee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion 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			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative assessment, such as but not limited to: 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 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item(i) is not relevant to the position to be filled.			

Attested:

\_\_\_\_\_ Human Resource (HR) Office / Subcommittee

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION ON AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



**Enclosure E.****Schedule of Activities relative to the recruitment and selection process:**

<b>TIME FRAME</b>	<b>ACTIVITY</b>	<b>PLACE/VENUE</b>	<b>PARTICIPANTS/COMMITTEE RESPONSIBLE</b>
April 18, 2024	Dissemination of the vacancy for the position through Division Memorandum	Division Office	HRMPBS
April 18 to May 3, 2024	Submission of Applicant Documents	Division-Records Section	Applicants
May 6-May 15, 2024	Initial evaluation of the Applicant's qualification vis-à-vis the Qualification Standards	HRMU	HRMO
May 17-26, 2024	Release of Notice to Qualified and Disqualified Applicants and Posting of Initial Evaluation Results	Division Office	HRMO and HRMPBS Secretariat
May 16, 2024	RSA Guidelines AVP as Orientation to Applicants (separate memo will be issued)	NOHS	HRMPBS & Applicants
May 27-29, 2024	Open ranking/ Assessment en banc of documents of qualified applicants	Division Office	HRMPBS & Applicants
May 27-29, 2024	Behavioral Event Interview, Written Test and Work Sample Test of Applicants	Division Office	HRMPBS & Applicants
May 30, 2027	Final Deliberation of Comparative Assessment Result (CAR) to the Appointing Authority	Division Office	HRMPBS
May 30, 2027	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	Division Office	HRMPBS
May 30, 2027	Posting of Comparative Assessment Results (CAR)	Division Office	HRMO and HRMPBS Secretariat

The above schedule is still tentative and is subject to change. Applicants are advised to check SDO-Negros Oriental website ([depednegor.net](http://depednegor.net)) or FB Page(DepEd NegOr Administrative Service Section) for updates on the schedule of activities.



[www.depednegor.net](http://www.depednegor.net)

# APPLICATION FOR POSITION

Name of Applicant:

Email Address:

Contact Number:

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