

Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

April 23, 2025

DIVISION MEMORANDUM
 No. 382 s. 2025

ACCEPTANCE OF APPLICATIONS AND ASSESSMENT FOR NON-TEACHING POSITIONS

TO: OIC- Assistant Schools Division Superintendent
 CID & SGOD Chief and Personnel
 OSDS Unit Heads and Personnel
 Elementary & Secondary School Heads
 All Others Concerned

1. The DepED Schools Division Office of Catanduanes announces the acceptance of applications for non-teaching positions from April 24, 2025 until 11AM of May 5, 2025.

2. The vacancies are the following:

Position Title	Office/Assignment	Item Number	No. of Vacancy
Medical Officer III	School Governance & Operations Division	OSEC-DECSB-MDOF3-390142-2010	1
Accountant I	Catanduanes National High School	OSEC-DECSB-A1-390001-2008	1
	Pandan School of Arts & Trades	OSEC-DECSB-A1-390042-1998	1
Administrative Assistant III	Office of the Schools Division Superintendent	OSEC-DECSB-ADAS3-390213-2017	4
		OSEC-DECSB-ADAS3-390214-2017	
		OSEC-DECSB-ADAS3-390218-2017	
		OSEC-DECSB-ADAS3-390220-2017	
Senior Bookkeeper	Bagamanoc Rural Development High School	OSEC-DECSB-SRBK-390011-2008	1
	Bato Rural Development High School	OSEC-DECSB-SRBK-390001-2012	1
Administrative Assistant II (Disbursing Officer)	Gigmoto Rural Development High School	OSEC-DECSB-ADAS2-390003-2012	1
		OSEC-DECSB-ADAS2-390020-2018	
		OSEC-DECSB-ADAS2-390216-2017	
		OSEC-DECSB-ADAS2-390221-2017	
Administrative Assistant II	Office of the Schools Division Superintendent	OSEC-DECSB-ADAS2-390228-2017	3
		OSEC-DECSB-ADAS2-390011-2018	
		OSEC-DECSB-ADAS2-390012-2018	
Administrative Assistant I	Bagamanoc Rural Development High School	OSEC-DECSB-ADAS2-390021-2018	1
		OSEC-DECSB-ADAS2-390012-2018	
		OSEC-DECSB-ADAS2-390021-2018	
Administrative Assistant I	Office of the Schools Division Superintendent- Budget Section	OSEC-DECSB-ADAS1-390011-2014	1
		OSEC-DECSB-ADAS1-390011-2014	
Administrative Aide VI	Office of the Schools Division Superintendent- Cash Section	OSEC-DECSB-ADA6-390068-2004	1
		OSEC-DECSB-ADA6-390030-2014	
Administrative Aide IV (Cash Clerk)	Curriculum Implementation Division	OSEC-DECSB-ADA4-390185-2004	1
		OSEC-DECSB-ADA4-390185-2004	
Administrative Aide I (Utility Worker)	San Andres Vocational School	OSEC-DECSB-ADA1-390511-2004	1
		OSEC-DECSB-ADA1-390511-2004	
Administrative Aide I (Utility Worker)	Gigmoto Rural Development High School	OSEC-DECSB-ADA1-390473-2004	1
		OSEC-DECSB-ADA1-390473-2004	
Administrative Aide I (Utility Worker)	Elementary	OSEC-DECSB-ADA1-390473-2004	1
		OSEC-DECSB-ADA1-390473-2004	

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/NTPsOnLineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office-Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color coded folder (Administrative Aide I-RED, Administrative Aide IV-YELLOW, Administrative Aide VI-BLUE, Administrative Assistant I-GREEN, Administrative Assistant II-WHITE, Senior Bookkeeper & Administrative Assistant III- PINK, Accountant I and Medical Officer III-WHITE). Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrvcatanduanes.com / www.catanduanes.deped.gov.ph



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B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating covering one (1) complete performance cycle acquired in their current or latest position (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) – download @ bit.ly/Annex_C
OTHER DOCUMENTS	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office For positions with no experience requirement: <ul style="list-style-type: none"> • Certification of General Weighted Average (GWA) in the highest academic/grade level earned as evidenced by the Transcript of Records/Diploma/Special Order from the Commission on Higher Education (CHED) or other certification
M	Application of Learning & Development, if any <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office

6. Applicants may apply for more than one (1) position if they meet the qualification standards for the position, they are required to submit one (1) folder with complete documents for every position they are applying for, except for those applying both for Administrative Assistant III and Senior Bookkeeper positions. In such cases, they shall submit only one (1) folder, provided that the position title, office/assignment are indicated in the application letter.

7. Previous applicants for Administrative Aide I of Gigmoto Rural Development High School may update their documents not later than 11:00 A.M. of May 5, 2025.

8. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

9. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

10. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
April 25, 2025 (9:30-10:30AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	HRMO	Interested Applicants
May 5, 2025 (8:00AM-11AM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants



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May 6-10, 2025(8:00AM-5:00PM)	Initial evaluation of documents	Personnel Section	HRMO	
May 14, 2025(8:00AM-5:00PM)	Written Test & Skills/Work Sample Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
May 15, 2025 (8:00AM-5:00PM)	Document Evaluation and Interview	SDO Terrace	HRMPSB	Interested Applicants

11. The Criteria and Point System for Hiring and Promotion for Non-Teaching & Related Teaching positions per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Non-Teaching Position Non-General Services (SG 1-9) Points	Non-Teaching Position General Services (Administrative Aide I) Points
Education	5	5
Training	5	5
Experience	20	20
Performance	20	10
Outstanding Accomplishments	10	5
Application of Education	10	-
Application of Learning & Development	10	-
Potential (Written Test, BEI, Work Sample Test)	20	55

12. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

13. Applicants who failed to submit complete mandatory documents on **May 5, 2025 (until 11AM)** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

14. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

15. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.

16. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.

17. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.

18. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

19. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

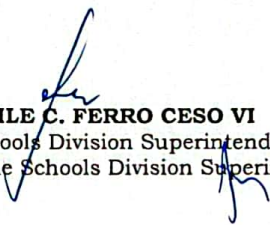
20. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):

Chairperson	ASDS DELFIN A. BONDAD	
Members	Regular	Alternate
	CES MARY JEAN S. ROMERO AO V EVA S. TOLENTINO AO IV MARICHELLE B. LLAVE Representative of accredited employees association belonging to first level position School Head or Chief of Division where the vacancy exist	EPS AROLINE T. BORJA AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR Alternate representative of accredited employees association belonging to first level position Alternate of School Head or Chief of Division where the vacancy exist



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21. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
22. For information, immediate and wide dissemination, guidance and compliance.


CECILE C. FERRO CESO VI
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 382 s. 2025

Medical Officer III

Position Title	SG	Level	Education	Experience	Training	Eligibility
Medical Officer III	21	2	Doctor of Medicine	None Required	None Required	RA 1080

	JOB DESCRIPTION	JD No. ____	Revision Code: ____
Department of Education			
Position Title	Medical Officer III	Salary Grade	21
Parenthetical Title		Governance Level	Schools Division Office
Office/Bureau/Service		Unit/Division	School Governance & Operations Division
Reports to	Chief Education Supervisor	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.			
Health Program and Services	<ul style="list-style-type: none"> Plans and formulates policies, strategies and guidelines on Health and Nutrition Programs of the Schools Division Office Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners Prepares and submits periodic reports of accomplishments 		
Nutrition Program Service	<ul style="list-style-type: none"> Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation 		
Partnership	<ul style="list-style-type: none"> Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs 		

Accountant I

Position Title	SG	Level	Education	Experience	Training	Eligibility
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080

Accountant I
1. Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations
2. Checks the accuracy, validity and appropriateness of income and expenditure transactions
3. Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules
4. Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information
5. Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations
6. Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports
7. Reviews the financial statements and related schedules



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Administrative Assistant III (Senior Bookkeeper)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant III	9	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility

Senior Bookkeeper

Position Title	SG	Level	Education	Experience	Training	Eligibility
Senior Bookkeeper	09	1	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility

Senior Bookkeeper – Schools and DO

1. Prepares journal entries, reports, letters, endorsements and memoranda
2. Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports.
3. Prepares the reconciliation of the books of accounts
4. Prepares, reviews and revises the work of subordinates.
5. Prepares financial reports.
6. Analyzes financial statements made by assistants and helpers.
7. Maintains discipline and efficiency of subordinates.
8. Assists in supervising bookkeeping work in office and ascertains that transactions have been properly recorded in books
9. Prepares trial balances, monthly statement of income and expenditures and other financial statements, and prepares adjusting entries and journal vouchers
10. Prepares correspondence pertaining to financial and bookkeeping matters
17. Supervises the submission of required financial data and reports to oversight agencies
18. Ensures that Audit Observation Memorandum (AOM) and Annual Audit Report findings are complied with, addressed and justified
19. Attends budget hearings at the regional and national levels
20. Assists the agency head in defending the budget proposals/estimates
21. Provides inputs for improvement of accounting and budget systems
22. Supervises the accurate and timely preparation and submission of financial reports to COA and other oversight agencies
23. Serves as organizer, facilitator, resource speaker and consultant on budgeting, related trainings and other budget and accounting developmental activities
24. Recommends budget and other finance-related trainings
25. Coordinates with stakeholders, other government agencies, banks and other funding institutions on financial resource generation and related initiatives
26. Ensures that communications are acted upon within prescribed period
27. Reviews, analyzes and interprets financial statements and other financial reports
28. Supervises the effective implementation of budget, accounting and payroll systems



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Administrative Assistant II

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility

Administrative Assistant II (Disbursing Officer)

JOB SUMMARY
Collects, disburses, accounts for, records, reports and remits funds for receipt, custody, payment and disbursement
Disbursing Officer II
1. Prepares remittance and deposit slips
2. Prepares report of collections and deposits
3. Draws cash advances for trainings as designated disbursing officer
4. Pays out cash for payrolls and vouchers
5. Controls payroll and prepares vouchers for salaries and wages
6. Verifies and pays salaries and wages and other disbursements
7. Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received
8. Accounts for receipt custody and disbursement of funds
9. Prepares report of disbursements
10. Processes checks and advice of checks issued and cancelled
11. Prepares report of checks issued and cancelled
12. Controls and releases approved checks to Deped credits

Administrative Assistant II

JOB SUMMARY	
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.	
KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) • 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 • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
Budgeting Services	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations



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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	Budget Execution <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units Budget Accountability and Reports <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports

Administrative Assistant I

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant I	7	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility

JOB SUMMARY
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.
To provide administrative support to the Finance Services functions.

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

Administrative Aide VI

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide VI	6	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility



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Administrative Aide VI- Cash Section

JOB SUMMARY

To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparations and submission of cash related reports.

KRA	DUTIES AND RESPONSIBILITIES
CASH COLLECTION	<ul style="list-style-type: none"> • Receives cash and checks paid to the schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose. • Maintains cash books and balances and reconciles cash counts for daily reporting of cash on hand. • Records and reports discrepancies and adjustments in collections to provide an explanation for variances. • Remits to the AO IV (Cash) daily cash collections together with the daily collection reports , cash receipt vouchers and other documents for entry into the ledger and account books
CASH DISBURSEMENT PAYMENT AND REMITTANCE	<ul style="list-style-type: none"> • Assists the Administrative Officer IV in checks preparation, encoding and filing of vouchers for submission to accounting unit • Assists in the issuance of checks and acceptance of official receipts for payments made • Records all transactions/checks issued on the logbook • Assists in the preparation of Advice of Checks Issued and Cancelled.(ACIC)/ • Assists the AO IV (cash) reconcile records of disbursements with cash books • Assists the AO IV (Cash) in withdrawing cash for salaries and wages.
LIQUIDATION AND REPORTING	<ul style="list-style-type: none"> • Assists in the timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports.

Administrative Aide VI- Curriculum Implementation Division

JOB SUMMARY

To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Plots/Schedules CLMD Activities	<ol style="list-style-type: none"> 1. Schedules/calendars CID activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
Record Management	<ol style="list-style-type: none"> 1. Receives, records and routes documents addressed to the CID 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 by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	<ol style="list-style-type: none"> 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 CLMD 4. Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	<ol style="list-style-type: none"> 1. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned



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Administrative Aide IV (Cash Clerk)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide IV	4	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility

1. Assist in encoding and filing of vouchers for submission
2. Assists in the issuance or acceptance of official receipts for payments made
Assists in recording all transactions issued on logbook
3. Assists in timely submission of all reports regarding cash collection, liquidation and disbursements for recording and reconciliation in preparation of financial reports

Administrative Aide I (Utility Worker)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide I	1	1	Must be able to read and write	None required	None required	None required

Administrative Aide I	<ul style="list-style-type: none"> • Cleans schools/offices and surrounding areas • Collects, dumps or burns garbage; open doors and windows before office hours and closes them after office hours; hauls and transfers office/school furniture's. • Keeps toilet and closet clean and sanitary. • Occasionally do messenger work and minor clerical work and does carpentry work in repairing cabinets, tables for the office/school. • Drains and cleans canals, gutters and similar structures. • Take care of plants • Assists in the preparation of training and/or a conference room. • Assists in sorting, binding and disseminating printed materials • Repairs damaged office furniture • Repairs minor defects of vehicle • Repairs minor electrical and lightning equipment
	<ul style="list-style-type: none"> • Perform other related tasks as may be assigned by the immediate head