



Republika ng Pilipinad
Kagawaran ng Edukasyon
Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

October 11, 2024

DIVISION MEMORANDUM
No. 513 s. 2024

ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR NON-TEACHING POSITIONS

TO: 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 **October 11, 2024** until **October 21, 2024**.

2. The vacancies are the following:

Position Title	Office/Assignment	No. of Vacancy
Administrative Officer IV	Office of the Schools Division Superintendent- Cash Section	1
	Bato Rural Development High School	1
Administrative Officer II	Elementary	2
Administrative Officer II	Senior High School	1
Administrative Officer I	Pandan School of Arts & Trades	1
Administrative Assistant III	Office of the Schools Division Superintendent- Personnel Section	1
Administrative Assistant II	Senior High School	5
Administrative Aide VI	Office of the Schools Division Superintendent	1
	Office of the Asst. Schools Division Superintendent	1
	Office of the Schools Division Superintendent- Personnel Section	1
	San Andres Vocational School	1
Administrative Aide IV	Calatagan High School	1
Administrative Aide III	Baras Rural Development High School	1

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/NTPOnlineRegistrationCTD> 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 Officer IV- BLUE, Administrative Officer II- RED, Administrative Officer I- YELLOW, Administrative Assistant III & II, Administrative Aide VI, IV and 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
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 in the last rating period covering 1 year performance prior to the assessment (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





Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

	<ul style="list-style-type: none"> • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	<p>Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any</p> <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 <p>For positions with no experience requirement:</p> <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	<p>Application of Learning & Development, if any</p> <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 applying for multiple positions and office/assignment in Administrative Assistant III and II, Administrative Aide VI, IV, and III should submit only one folder, provided that the positions and office/assignment applied for are indicated in the application letter.

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

8. 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.

9. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
October 14, 2024 (2PM-3PM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmosp.ctd@deped.gov.ph	HRMO	Interested Applicants
October 21, 2024 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
October 24-25, 2024	Initial evaluation of documents	Personnel Section	HRMO	
November 8 and 11, 2024	Written Test	SDO-Terrace	HRMP SB Secretariat	Interested Applicants
November 12-14, 2024	Document Evaluation and Interview	SDO Terrace	HRMP SB	Interested Applicants

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

Criteria	Points	
	Salary Grade 1-9	Salary Grade 10-22
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning & Development	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20

11. 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.



San Roque, Virac, Catanduanes
 052-574628
catanduanes@deped.gov.ph
www.depedviracatanduanes.com / www.catanduanes.deped.gov.ph



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Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

12. Applicants who failed to submit complete mandatory documents on **October 21, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
13. 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.
14. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.
15. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
16. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSEB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
17. 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."
18. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
19. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSEB):¹

Chairperson	SGOD Chief MARY JEAN S. ROMERO	
	Regular	Alternate
Members	AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE EPS AROLINE T. BORJA (for 2 nd level position) School Head or Chief of Division where the vacancy exist	AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR EPS AMELIA B. CABRERA (for 2 nd level position) ADAS III VIRGILIO J. MOLINA JR. (for 1 st level position) Alternate School Head or Chief of Division where the vacancy exist

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

By Authority of the OIC-Office of the Schools Division Superintendent:

Mullat
ATTY. NORLITO JR. P. AGUNDAY
 Attorney III
 Officer-In-Charge

¹ DM No. 111 s. 2024 re: Reconstitution of the HRMPSEB/Designation of Chief Mary Jean S. Romero dated July 30, 2024






Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. ___ s. 2024

Administrative Officer IV (Cash Section)

Job Description Ver. 2

	Job Description	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Officer IV	Salary Grade:	18
Parenthetical Title		Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit- Cash Division	Office/Bureau/Service	
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Aide VI	Page/s	
JOB SUMMARY			
To manage cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
Cash Collection	<ul style="list-style-type: none"> Prepare, disburse and release approved checks based on prescribed procedures to fulfil payment obligations of the SDO.

SDO OSDS Admin ADOF4
Page 1 of 2

Job Description Ver. 2

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Distribute to collecting and disbursing officers cash advances for salaries and wages and reviews statements of accounts and current and replenishment vouchers Review and finalize advice of checks issued and cancelled (ACIC) for submission to the Bureau of the Treasury and Authorized Government Depository Bank Remits mandatory contribution to BIR, GSIS, HDMF, and PHILHEALT Records daily transactions to monitor the cash outflow and daily cash balance
Cash Disbursement Payment and Remittance	<ul style="list-style-type: none"> Initiates and controls the preparation of checks to pay for DepED obligations based on vouchers/claims signed by authorized signatories. Release approved checks to payees Secure and encash checks for cash advances Supervise accounts for receipts and disbursements of funds Monitor liquidation of cash advances, petty cash and submit reports
Liquidation and Reporting	<ul style="list-style-type: none"> Prepare liquidations of cash advance/Petty Cash Fund submitted for replenishment. Prepares replenishment reports, collection and deposit reports and report of checks issued and cancelled Prepares monthly reports on the cash status of various accounts Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals Monitor to ensure the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations Prepare accountable forms and ensures the proper use, maintenance and control of accountable forms (such as official receipts and petty cash vouchers).



San Roque, Virac, Catanduanes
 052-0114002
 catanduanes@deped.gov.ph
www.deped-divisionoffice.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Officer IV (Bato Rural Development High School)

Duties and Responsibilities:

1. Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims.
2. Compute necessary deduction for inclusion in the monthly payroll.
3. 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)
4. Process and release special order for leaves, travel, transfers, reinstatement and non-compensatory time off of office personnel.
5. Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.
6. Support the School Principal in representing the school in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices.
7. Apply the latest issuances on personnel benefits and communicates them to employees
8. Compute vacation service credits of teachers for accrual of leaves.
9. Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment
10. Process retirement/separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes.
11. Processes application for monetization of leave credits.
12. Acts on application on leaves (sick, vacation, study, scholarships, and training) for approval of the SDS.
13. Process application for loans with GSIS, Pag-ibig and private lending institutions.
14. Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization.
15. Facilitate submission of applications for upgrading and reclassification of position.
16. Maintain a complete and updated 201 file of school personnel
17. Certify records of employment for specific purpose (employment, scholarships, loans, and benefits)
18. Check the completeness of entry and submits to the Schools Division Office duly accomplished SALN of all employees in school



Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Officer II (Elementary)

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>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:</p> <ol style="list-style-type: none"> recruitment and selection of applicants in the school assigned 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 Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> Update regularly 201 files and maintain database of personal information of school personnel 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 Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) 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. 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. <p>Compensation and Benefits</p> <ol style="list-style-type: none"> 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 indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored 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
General Administrative Support	<ol style="list-style-type: none"> 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.
Financial Management	<ol style="list-style-type: none"> Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. Facilitate submission of all financial documents to the SDO and/or bank, if necessary. Provide assistance to other financial-related task of the School Head. Perform other functions as may be assigned by the School Head.



San Roque, Virac, Catanduanes
 052-814665
 catanduanes@deped.gov.ph
 www.deped.gov.ph/canduanes / www.catanduanes.deped.gov.ph



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Kagawaran ng Edukasyon
Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Officer II (Senior High School)

Administrative Officer*
<ul style="list-style-type: none">• Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the School Head or Principal; and• Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*Only in Medium, Large and Very Large SHS; in Small SHS these functions are absorbed by the Principal</i></p>

Administrative Officer I (Pandan School of Arts & Trades)

Duties and Responsibilities:

- Receive collections and prepare deposits before month end
- Ensure, maintain and control accountable forms, OR and checks on monthly basis
- Prepare payroll for salaries and wages/paid salaries and wages and other disbursements
- Prepare remittances to other government agencies accurately and remitted on or before due date
- Control online LDDAP payments and/or release checks issued to DEPED Creditors and checks for Provident Fund
- Verifier of pending loan applications to Private Lending Institutions
- Take custody of cash funds and implement control procedures to safeguard said funds
- Ensure the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations
- Prepare report collections and deposits on time
- Prepare and submit monthly report of accountable forms
- Prepare monthly report (Report of Checks issued, report of Disbursements and other Cash Reports)



Republika ng Pilipinad
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Assistant III (Personnel Section)

	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title		Governance Level	Schools Division Office (SDO)/Implementing Unit Secondary School
Unit	Accounting/Budget/Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date	
Positions Supervised	N/A	Page/s	
JOB SUMMARY			
This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Bachelor's degree in Business Administration, Major in Accounting, or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce, or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		

SDO - OSDS - A
Pacal

Payroll-related Services	As designated Electronic File Remittance (ERF) Handler <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month;
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SDO - OSDS - ACAS
Page 3 of 3

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ↳ Monthly reconciliation billing issues (RBIs), and ↳ Notices of deficiency • Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS • Prepare the monthly remittance files using the following as inputs. <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Notices to deduct received, ↳ Data on their employees with increments or promotion that will take effect on the particular due month, and ↳ List of employees from the agency who retired, separated, resigned or transferred to other agencies • Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete • Accomplish the proper membership updating form for employees in their agencies • Coordinate with the agency's AAD to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid, • Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and • Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.



San Roque, Virac, Catanduanes
 053-2144065
 catanduanes@deped.gov.ph
 www.depedregion5catanduanes.com / www.catanduanes.deped.gov.ph



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Kagawaran ng Edukasyon
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TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Aide VI (Office of the Schools Division Superintendent)

Job Description Ver 2

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Aide VI	Salary Grade	6
Parenthetical Title		Governance Level	School Division Office
Office/Bureau/Service		Unit/Division	Office of the SDS
Reports to	Schools Divisions Superintendent	Effectivity Date	
Positions Supervised	None		
JOB SUMMARY			
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)			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least Two year college level		
Experience	No required experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	Bachelors degree		
Experience	2 years relevant experience		
Eligibility			
Trainings			
KEY RESULT AREA/S		DUTIES AND RESPONSIBILITIES	
Plots/Schedules Activities	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.		

SDS: OSDS - Admin Aide VI
 Page 1 of 2
 Job Description Ver 2

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Record Management	<ol style="list-style-type: none"> 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 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 SDS, 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 SDO 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 OSDS 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



San Roque, Virac, Catanduanes
 052-814065
 catanduanes@deped.gov.ph
 www.deped.gov.ph/catanduanes / www.catanduanes.deped.gov.ph



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Kagawaran ng Edukasyon
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TANGGAPANG PANSANGAY NG CATANDUANES

Administrative Aide VI (Office of the Asst. Schools Division Superintendent)


Job Summary: To assist and provide administrative support in the effective and efficient operation of the Office of the Assistant Schools Division Superintendent

Job Description Ver. 2

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Record Management	<ol style="list-style-type: none"> 1. Receives, records and routes documents addressed to the ASDS 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 SDS, 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 SDO 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 ASDS 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

Administrative Aide VI (Personnel Section)

Job Description Ver. 2

	JOB DESCRIPTION	JB No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Aide VI	Salary Grade:	6
Parenthetical Title		Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- Personnel	Office/Bureau/Service	
Reports to	Administrative Officer IV- Personnel	Effectivity Date	
Positions Supervised	None	Page/s	
JOB SUMMARY			
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
RECRUITMENT, SELECTION AND DOCUMENTATION	<ul style="list-style-type: none"> • Prepare lists of vacancies for publication pursuant to CSC rules and regulations • Provide job description of vacant positions with specific qualifications required by the requesting unit





Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

Job Description Ver 2

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Gather and file applications received using systematic indexing and file documents submitted by applicants • Prepares appointments papers of selected applicants • Validate PRC license for appointment via PRC online and send official communication in case said licence can't be viewed online • Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)
PERSONNEL ACTIONS	<ul style="list-style-type: none"> • Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel • Prepare list of teachers qualified to be reclassified base on approved ERF's • Prepare notice of promotion and appointment as instructed. • Prepare drafts of special orders for signature of management • Keeps records of GSIS -ARA for future reference. • Prepares RAI for submission to CSC upon approval of management. • Record and files all issuances on salary schedules and other employees benefits
SALARY ADMINISTRATION AND PERSONNEL RECORDS	<ul style="list-style-type: none"> • Gathers and collates payroll files from district offices to be forwarded to RPSU • Records and files attendance of officers and employee • Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed. • Process, Prepares and releases Special order of Leave and Re-statement of leave application
BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> • Receive and record on leave card, application for monetization of leave credits • Receive application for leave (sick, vacation, scholarships and training) and records for processing. • Receive, process and update leave credits of employees and vacation service credits of teachers • Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees • Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions • Receive and process loan applications for DepEd Provident Fund Program
PERSONNEL INFORMATION SYSTEM	<ul style="list-style-type: none"> • Receive and accept application for upgrading and reclassification of positions • Keep a complete and updated information of all officials and employees and relevant records in their 201 files • Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files

SDO OSIS Admin Personnel ADM
 Page 2 of 3

Job Description Ver 2

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel • Records and releases documents after personnel action • Prepare certificate of employment • Collate and file performance ratings • Tabulate and print performance rating of all employees for PBB and PIB

Administrative Aide VI (San Andres Vocational School)

Duties and Responsibilities:

1. Receive requests for students records, updates, prepares, consolidate document for release upon approval of Administrative Officer IV:
 - a. Permanent Records
 - b. Certificate of Enrolment
 - c. Certificate of Grades
 - d. Honorable Dismissal
 - e. School Form 2
 - f. School Form 4
 - g. School Form 7
 - h. School Form 10
 - i. Diplomas
 - j. Certificate of Authenticity and Veracity (CAV)
2. Prepare data base of all learners



San Roque, Viran, Catanduanes

093-814063

catanduanes@deped.gov.ph

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



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3. Update Learners Information System
4. Facilitate enrollment of learners
5. Maintain filing system
6. Support logistics to training and conferences
7. Secure files/data from unauthorized use, damage, disclosure, destruction and use
8. Perform assigned tasks from time to time.

Administrative Aide IV (Calatagan High School)

Duties and Responsibilities:

1. Receive and release official communications and various school forms.
2. Encode/draft letters, memos and other correspondence.
3. Organize and maintain school files, ensuring proper labeling and storage.
4. Maintain confidentiality of sensitive information.
5. Maintain a clean, organized, and efficient workspace.
6. Assist the School Principal/Registrar in processing of routine requests of employees and clients
7. Assist in the school events/activities.
8. Perform other related tasks that may be assigned by the School Principal

Administrative Aide III (Baras Rural Development High School)

Duties and Responsibilities:

1. Perform general task such as encoding, recording, filing, receiving, and releasing documents/reports of the school.
2. Assist the Administrative Officer in processing routine request of employees.
3. Handle correspondence and communication such as responding to emails, and preparing draft memos.
4. Assist in the management of office supplies and equipment including ordering and tracking inventory.
5. Provide administrative support to school administration and other staff as needed.
6. Perform other related task assigned.

RELEASED

BY: [Signature] No: 579
DATE: 14 OCT 2024 TIME: 3:40



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REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

October 14, 2024

DIVISION MEMORANDUM

No. 579 s. 2024

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 513, s.
2024 TITLED ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR
NON-TEACHING POSITIONS**

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

1. In connection with Division Memorandum No. 513, s. 2024 re: Acceptance of Application and Assessment for Non-Teaching Positions, this Office hereby issues the corrected Qualification Standards per CSC MC No. 10 s. 2005 for the vacancies and are shown as Enclosure No. 2.
2. For immediate dissemination and guidance.

By Authority of the OIC-Schools Division Superintendent:

[Signature]
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.deped.gov.ph
Drostd Tayo - Region V - Catanduanes



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.deped.gov.ph / www.catanduanes.deped.gov.ph



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Enclosure No. 2 to Division Memorandum No. 513 s. 2024

Administrative Officer IV – Salary Grade 15

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Officer IV	15	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility

Administrative Officer II – Salary Grade 11

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Officer II	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility

Administrative Officer I – salary Grade 10

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Officer I	10	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility

Administrative Assistant III – Salary Grade 9

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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Administrative Aide VI - Salary Grade 6

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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Reference: CSC MC No. 10 s. 2005



San Roque, Virac, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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Administrative Aide IV – Salary Grade 4

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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Administrative Aide III – Salary Grade 3

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide III	3	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Reference: CSC MC No. 10 s. 2005



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