

Personnel



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ANGELES CITY
RELEASED
BY: *[Signature]* MAY 16 2023

May 15, 2023

DIVISION MEMORANDUM
NO. **161**s. 2023

**ANNOUNCEMENT OF VACANT POSITIONS: ADMINISTRATIVE OFFICER IV,
ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT II
and ADMINISTRATIVE AIDE VI**

TO : SGOD and CID Chiefs
Public Elementary, Secondary and Senior High School Heads
To Others Concerned

1. This is to announce the recruitment, selection and placement of Administrative Officer IV, Administrative Officer II, Administrative Assistant II and Administrative Aide VI, of this Division, to mention:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	May 22, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	May 25, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	May 29, 2023		

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

POSITION PROFILE	
Position Title: Administrative Officer IV (Human Resource Management Officer II)	Salary Grade: 15 Monthly Salary: P36,619.00
Station of Deployment: Division of Angeles City -Personnel Unit	
QUALIFICATIONS:	
Education:	Bachelor's degree relevant to the job
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)	
GENERAL DUTIES AND RESPONSIBILITIES	
➤ Recruitment Selection and Placement ➤ Personnel Actions ➤ Salary Administration and Personnel Records ➤ Benefits Administration ➤ Personnel Information System	
POSITION PROFILE	
Position Title: Administrative Officer II (Human Resource Management Officer I)	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: AMSIC Integrated School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES:	
➤ Personnel Administration and Records ➤ Compensation and Benefits Administration ➤ Property Custodianship ➤ General Administrative Support ➤ Other HR-Related Functions	



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POSITION PROFILE	
Position Title: Administrative Assistant II (Clerk IV)	Salary Grade: 8 Monthly Salary: P19,744.00
Station of Deployment: Sitio Target IS / Airforce ES/ Francisco G, Nepomuceno Mem. High School	
CSC QUALIFICATIONS:	PREFERRED QUALIFICATIONS:
Education: Completion of two years studies in college	Education: Education: Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 yrs. studies in college w/ at least 9 units in accounting subjs.
Experience: 1 year relevant experience	
Training: 4 hrs. of relevant training	
Eligibility: Career Service Sub-Professional (First Level Eligibility)	
JOB SUMMARY: To provide administrative assistance and finance-related functions to the School Head and coordinate with the HRMO in the provision of personnel administration/finance services to the management.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• Prepare all documents needed for the completion of school's monthly MOOE Liquidation.• Monitor the utilization of MOOE and SBFP funds year-round.• Report and return Monthly MOOE and SBFP Liquidation to the SDO.• Provides human resources management support to the School Head and coordinate with the HRMO of the SDO.• Compute and submit to SDO applicable personnel benefits for processing, funding and release.• Update school personnel records and maintain database for personal information.• Acts on application of leaves, monitor, record attendance/absence of school personnel and update vacation/leave credits of school personnel• Perform other functions on property custodianship as may be assigned by the immediate supervisor	
POSITION PROFILE	
Position Title: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: P17,553.00
Station of Deployment: Supply Unit	
QUALIFICATIONS:	
Education: Bachelor's degree relevant to the job	
Experience: None Required	
Training: None Required	
Eligibility: Career Service Professional (Second Level Eligibility)	
JOB SUMMARY: To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials and equipment and in maintaining proper storage, delivery and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none">➤ Receives and records supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.➤ Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts➤ Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations➤ Consolidate records on received and issued supplies and materials and prepare report on monthly balances➤ Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference	



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3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and are advised to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility/Rating, if applicable;
 - Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - Photocopy of latest appointment, if applicable;
 - Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
4. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
5. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with **RA No. 10173**, otherwise known as the Data Privacy Act of 2012.
6. Evaluative assessment on the applicant's competencies conducted by the Division HRMP SB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions.**
7. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
8. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
9. Immediate dissemination of this Memorandum is desired.


RONALDO A. POZON PhD, CESO V
Schools Division Superintendent