



	<b>Department of Education</b> <b>Region III</b> <b>DIVISION OF CITY SCHOOLS</b> <b>Angeles City</b> Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018
	<b>ANNOUNCEMENT OF VACANT POSITIONS</b>		Name of Office: <b>OSDS-PERSONNEL</b>

May 11, 2021

<b>POSITION PROFILE</b>		<div> <div> DEPARTMENT OF EDUCATION SCHOOLS DIVISION OF ANGELES CITY <b>RELEASED</b>  MAY 12 2021  BY:  </div> </div>
Position Title: <b>CHIEF EDUCATION SUPERVISOR</b>	Salary Grade: 24	
Plantilla Item Number: OSEC-DECSB-CES-150290-2014		
Station of Deployment: SGOD UNIT	Monthly Salary: P 86,742.00	
<b>QUALIFICATIONS:</b>		
Education:	Master's degree in Education or other relevant Master's degree	
Experience:	Four years relevant experience in management and supervision	
Training:	24 hrs. training in management and supervision	
Eligibility:	RA 1080 (LET)/PBET	
<b>JOB SUMMARY:</b>		
<ol style="list-style-type: none"> <li>To provide strategic direction and technical inputs to the management of the schools division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness.</li> <li>To lead and manage the work of the team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish and manage conducive learning environment and ensure learner readiness to learn.</li> </ol>		
<b>GENERAL DUTIES AND RESPONSIBILITIES:</b>		
<b>POLICIES AND PROGRAMS</b>		
<ul style="list-style-type: none"> <li>Submit to the Schools division management, policy recommendations to improve the governance and operation of school and learning centers</li> <li>Recommend plans and strategies towards efficient and effective governance and operations of schools and learning centers.</li> <li>Review and recommend for approval Concept Paper s, Program and Project Proposals to respond to needs related to special programs, governance and operation by Schools and Learning Centers.</li> <li>Recommend to management, Schools Division initiated programs related to providing education support to schools and learning centers to respond to immediate needs of schools and learning centers.</li> <li>Present to management, status and progress reports of Schools Division initiated programs for management support and action.</li> </ul>		
<b>PARTNERS AND DONORS</b>		
<ul style="list-style-type: none"> <li>Review and evaluate partnership proposals to strengthen education support services and recommend to the SDS, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners.</li> <li>Review and recommend to the SDS localized policies/standards for engaging educational partners that will protect DepED interest and values.</li> <li>Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.</li> </ul>		
<b>SCHOOL COMPLIANCE TO QUALITY STANDARDS (PUBLIC AND PRIVATE)</b>		
<ul style="list-style-type: none"> <li>Reviews documents submitted by schools requesting to operate to check for completeness before endorsement of SDS to the regional office.</li> </ul>		
<b>RESEARCH AND DEVELOPMENT</b>		
<ul style="list-style-type: none"> <li>Review research requirements arising from issues and challenges, M&amp;E reports, etc and recommend to the division management, the strategic directions for the conduct of Action Research in the Division</li> <li>Submit recommendations for policy issuances to support school governance based on results of Action Research</li> </ul>		
<b>TECHNICAL ASSISTANCE</b>		
<ul style="list-style-type: none"> <li>Ensure the provision of technical assistance to the schools by responding to the identified needs of the schools and learning centers in relation to governance and operations.</li> </ul>		
<b>UNIT PERFORMANCE</b>		
<ul style="list-style-type: none"> <li>Prepare and manage the budget for Governance &amp; Operations' resource requirements and submits this to be part of the Schools Division Budget.</li> <li>Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.</li> <li>Integrates and submits accomplishment report of the Gove &amp; Operations Division to inform SDO management of progress, issues, and challenges for corrective action.</li> </ul>		



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- Submits M & E Report/ Results of SDO Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of Governance & Operations to schedule expense requirements.
- Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.
- Prepares and implements a Professional Development Plan for Governance & Operations personnel
- Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.
- Conducts regular Meetings of the Governance and Operations Division for regular updates and work coordination.
- Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

**POSITION PROFILE**

Position Title: <b>PROJECT DEVELOPMENT OFFICER I (YOUTH FORMATION COORDINATOR)</b>	Salary Grade: 11
Plantilla Item Number: OSEC-DECSB-PDO1-150030-2016	Monthly Salary: P23,877.00
Station of Deployment: <b>SGOD Unit</b>	

**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:** The position is responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

**GENERAL DUTIES AND RESPONSIBILITIES**



**Program Management and Implementation for Youth Formation**

- Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program.
- Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office.
- Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values
- Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities
- Oversees the activities of the schools on youth formation programs.
- Develops a knowledge management system for the newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and for other data driven youth formation activities and submits it to the Regional and Central Office.
- Submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary.
- Initiates other youth formation programs, projects, and activities applicable in the division.

**Capacity Building**

- Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel.
- Facilitates the conduct of the training needs assessment in schools.
- Prepares training design for capacity building activities.
- Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in coordination with the Human Resource Personnel.
- Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.



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**Monitoring and Evaluation**

- Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program.
- Analyzes/interprets the results of the monitoring.
- Submits the report on the results of monitoring and evaluation to the SGOD Chiefs.
- Provides feedback on youth formation program implementation as reference for possible program intervention/modification.
- Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
- Provides technical assistance on the implementation of youth formation programs, projects and activities from national to school level.

**Partnerships and Linkages**

- Prepares proposals to possible partners and advocates of youth formation programs.
- Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level

**POSITION PROFILE**

Position Title: <b>ADMINISTRATIVE ASSISTANT III</b> Plantilla Item Number: OSEC-DECSB-ADAS3-150009-2018 OSEC-DECSB-ADAS3-150011-2018	Salary Grade: 9 Monthly Salary: P19,552.00
Station of Deployment: Malabanas IS, Angeles City National Trade School	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** 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.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Maintain school's subsidiary ledgers related to cash advances.
- Assist the school head in the preparation of liquidation of cash advances.
- Prepare and submit to the SDO the Monthly Summary of Cash Advances Received, Liquidated and Balances.
- Perform other related bookkeeping and accounting tasks for the schools/SDO as may be assigned.

**POSITION PROFILE**

Position Title: <b>ADMINISTRATIVE AIDE VI</b> Plantilla Item Number: OSEC-DECSB-ADA6-150340-2014 OSEC-DECSB-ADA6-150054-2004	Salary Grade: 6 Monthly Salary: P16,200.00
Station of Deployment: <b>Administrative Office, Supply Office</b>	

**QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)



**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).

**GENERAL DUTIES AND RESPONSIBILITIES (ADMINISTRATIVE OFFICE)**

**Schedules Administrative Service Activities**

- Schedules/calendars meetings/appointments/training/workshops



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- Record Management**
- Documents/communications received, routed, tracked
  - Filing system created, and maintained
  - Documents filed, retrieved, archived to Records Office or disposed as needed
  - Comprehensive and complete minutes of meetings/agenda attended
  - Daily attendance of Administrative Service Staff (to establish staff location).
- Administrative Support**
- Encoded documents
  - Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)
  - Supporting documents, petty cash, documents/forms
- Secretariat/Frontline**
- Travel bookings made
  - Appointment, venue, meals arranged
  - Received/routed calls
  - Visitors responded to
  - Follow through on inquiries

GENERAL DUTIES AND RESPONSIBILITIES (SUPPLY OFFICE)

- Supplies and Materials**
- Receives and records supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.
  - Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation, and safety of material resources.
  - Prepare supplies and materials for issuance by the Supply Officer to requesting units
  - Consolidate records on received and issued supplies and materials and prepare report on monthly balances
- Properties and Equipment**
- 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*
  - Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization
  - Maintain accurate, complete files of contracts, purchase orders, vouchers with complete supporting papers for ready reference
  - Help the Supply Officer to classify, regroup and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal
  - Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations
- Documents and Records**
- Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference
  - Recommends turning over to the Records Officer, critical documents for archiving and safekeeping

<b>POSITION PROFILE</b>	
Position Title: <b>ADMINISTRATIVE AIDE IV</b>	Salary Grade: 4
Plantilla Item Number: <b>OS-SEC-DECSB-ADA4-150187-2004</b>	Monthly Salary: P14,400.00
Station of Deployment: <b>Angeles City National Trade School</b>	
<b>QUALIFICATIONS:</b>	
Education:	Completion of two-year studies in college
Experience:	None required
Training:	None required
Eligibility:	Career Service SubProfessional/First Level Eligibility
<b>JOB SUMMARY:</b>	
To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the School Principal.	



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**GENERAL DUTIES AND RESPONSIBILITIES**

1. Receives, records and endorses outgoing and incoming communications;
2. Types/encodes and files communications, reports and proposals;
3. Maintains office reports and other documents;
4. Reproduces official communications/documents for dissemination to other units;
5. Assist in the preparation of training materials;
6. Performs secretarial services when necessary
7. Does other tasks as may be assigned

**POSITION PROFILE**

Position Title: <b>HEAD TEACHER VI (TLE)</b>	Salary Grade: 19
Plantilla Item Number: OSEC-DECSB-HTEACH6-150001-1998	Monthly Salary: P48,313.00
Station of Deployment: <b>Angeles City National Trade School</b>	

**QUALIFICATIONS:**

Education:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization (TLE)
Experience:	HT for 5 years; or MT for 4 years
Training:	24 hours of relevant training
Eligibility:	RA 1080 (Teacher)



**JOB SUMMARY:**

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers and master teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis
21. Evaluand performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety



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Procedures and policies

27. Proposes plans and implements SB INSET

28. Prepares and submits monthly supervisory/accomplishment report

#### APPLICATION PROCEDURE:

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

**Envelope 1:** a. Letter of intent addressed to: MA. IRELYN P. TAMAYO, PhD, CESE  
 Asst. Schools Division Superintendent  
 OIC-Schools Division Superintendent

b. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet download from <https://www.depedangelescity.com/resources/downloadable/forms>)

c. Transcript of Records (photocopy)

d. Performance Rating for three rating periods (photocopy)

e. Service Record/Certificate of Employment (photocopy)

**Envelope 2:** a. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet),

b. Transcript of Records (photocopy)


c. Service Record/ Certificate of Employment (photocopy)

d. Other pertinent documents, such as Certificate of Training/Seminars and outstanding accomplishments. (photocopy)

Application documents must be submitted to the Records Unit, DepEd Division of Angeles City, Jesus St. Pulungbulu Angeles City. Last date of submission will be on **May 24, 2021** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

Reference: Chief Education Program Supervisor, Administrative Assistant III, Administrative Aide VI, Administrative Aide IV (DepEd Order 66, s. 2007) Selection, Promotion and Designation of other Teaching and Related Teaching and Non-Teaching Position  
 Head Teacher VI DepEd Order No. 42, s. 2007 Revised Guidelines on Selection, Promotion and Designation of School Heads

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

  
**MA. IRELYN P. TAMAYO, PhD, CESE**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

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.