



Republic of the Philippines
Department of Education
 NEGROS ISLAN REGION

SCHOOLS DIVISION OF ESCALANTE CITY



July 6, 2026

DIVISION MEMORANDUM

No. 264, s. 2026

SUBMISSION OF APPLICATIONS FOR VACANT SCHOOL ADMINISTRATION AND NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF ESCALANTE CITY

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors/Specialists
 Public Elementary and Secondary School Heads
 Non-teaching Personnel
 All Others Concerned

1. The Schools Division of Escalante City announces the opening of the recruitment and selection process for the following school administration and non-teaching positions:

POSITION	NUMBER OF VACANCIES	OFFICE/SCHOOL ASSIGNMENT
Principal III	1	Buenavista NHS
	1	Tamlang NHS
Principal I	4	Any school under SDO Escalante
	1	Dian-ay NHS
Administrative Officer II	1	Cervantes NHS
	7	Any school under SDO Escalante
Project Development Officer I	1	Escalante NHS
	1	Mabini NHS
Administrative Assistant II	2	Any school under SDO Escalante
Administrative Aide VI	1	Curriculum Implementation Division
	1	Office of the Schools Division Superintendent

2. The procedures that will be observed in the recruitment and selection for the above-mentioned positions shall be in accordance with **DepEd Order 19, s. 2022, "The Department Merit Selection Plan"**, while the criteria and point system that will be utilized in evaluating the merit and fitness of the applicants shall be based on **DepEd Order 7, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**.

3. Qualified and interested individuals are invited to submit their applications, including two (2) complete application folders with clear copies of the required documents listed below, to the **Records Section** of our office, attention to **PETER JULIUS B. PELLOTAS**, Administrative Officer IV - HRMO II, **not later than 5:00 PM on July 24, 2026**. Please note that applications submitted after this deadline will not be accepted:



Deped Tayo Escalante City

Barangay Hacienda Fe, Escalante City, Negros Occidental
 Telephone Nos. (034) 445-9704/445-2686
 Email Add: escalante.city@deped.gov.ph
deped.escalantecity.weebly.com



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- a. (Original) Letter of Intent **indicating the position(s) applied for**, including the **specific school or office assignment**, addressed to:

PETER J. GALIMBA

OIC, Schools Division Superintendent

- b. CSC Form 212 (Revised 2025) with the latest prescribed photo (Original)
- c. Latest 1 year performance rating (for those with work experience)
- d. Service Record/Certificate of Employment (for those with work experience) (Photocopy)
- e. Authenticated copy of (PRC/CSC) license and rating (Photocopy)
- f. Transcript of Records (with GWA) and Diploma (Photocopy)
- g. Certificate/s of specialized training (Photocopy)
- h. Documents to support outstanding accomplishments, application of education, application of learning and development. **(Please refer to DepEd Order No. 007, s. 2023)**
- i. Clearance from the previous employer (if available) (Photocopy)
- j. Other documents as may be required for comparative assessment (MOVs) (Photocopy)
- k. Notarized checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Original)
4. Please ensure that the documents are properly tabbed and labeled for clarity.
5. Attached in the enclosures are the details of vacancies and the corresponding qualification standards (Enclosure No. 1), duties and responsibilities attached to the positions, (Enclosure No. 2), rating sheet per position, (Enclosure No. 3), Checklist of Requirements, Omnibus Sworn Statement, and Data Privacy Consent (Enclosure No. 4).
6. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification. Clear scanned copy of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.
7. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.
8. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this Office highly encourages qualified person with disability (PWD), members of indigenous



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communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.

9. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.

10. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.



PETER J. GALIMBA
OIC, Schools Division Superintendent

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

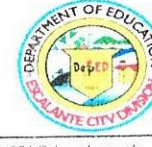
To be indicated in the perpetual index under the following subjects:

SCHOOL ADMINISTRATION NON-TEACHING HRMPSB MSP



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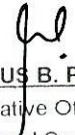
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REQUEST FOR PUBLICATION OF VACANT POSITIONS

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at DepEd, Schools Division of Escalante City:

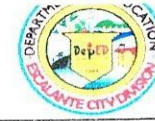

PETER JULIUS B. PELLOTAS
Administrative Officer IV
Personnel Section

Date: July 06, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-420139-2010	21	73303	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)	N/A	Buenavista National High School



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Tel. No. +63-34-724-8192 Telefax No. +63-34-454-0746 Email: deped_escalante@yahoo.com escalante.city001@deped.gov.ph

2	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-1050088-2026	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	N/A	Tamlang National High School
3	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-420517-2010	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	N/A	Schools Division of Escalante City



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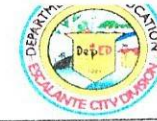


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4	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-420619-2010	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	N/A	Schools Division of Escalante City
5	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-1050089-2026	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	N/A	Schools Division of Escalante City



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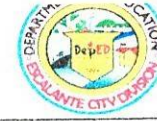
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6	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-420593-2010	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	N/A	Schools Division of Escalante City
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050127-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City
8	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050128-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City



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Electronic copy to be submitted to the
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9	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050129-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City
10	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050130-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City
11	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050131-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City



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12	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050132-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City
13	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050133-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of Escalante City
14	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050126-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Dian-ay National High School



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15	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-1050125-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Cervantes National High School
16	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1-1050068-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Escalante National High School
17	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1-1050069-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Mabini National High School



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18	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-420253-2016	8	22423	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
19	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-420254-2016	8	22423	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
20	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-420120-2014	6	19716	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City



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21	ADMINISTRATIVE AIDE VI	OSEC-DECSEB-ADA6-420118-2014	6	19716	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Schools Division of Escalante City
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Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **July 20, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

PETER JULIUS B. PELLotas

Administrative Officer IV


Personnel Section

DepEd, Schools Division of Escalante City

Brgy. Hacienda Fe, Escalante City, Negros Occidental

escalante.city001@deped.gov.ph / (034) 445-9704 / 445-2686


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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


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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. 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	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) 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 b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.


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

 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: _____</p>
<p>Position Title</p>	<p>Project Development Officer I</p>	<p>Salary Grade</p>	<p>11</p>
<p>Parentetical Title</p>	<p>None</p>	<p>Governance Level</p>	<p>School</p>
<p>Unit</p>	<p>Elementary School or Junior High School</p>	<p>Division</p>	<p>None</p>
<p>Reports to</p>	<p>School head</p>	<p>Effectivity Date</p>	<p>None</p>
<p>Positions Supervised</p>	<p>None</p>	<p>Page/s</p>	
<p>JOB SUMMARY</p>			
<p>Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.</p>			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>		
<p>Experience</p>	<p>None required</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>None required</p>		

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	<ol style="list-style-type: none"> 1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	<ol style="list-style-type: none"> 1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders
Advocacy	<ol style="list-style-type: none"> 1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	<ol style="list-style-type: none"> 1. As may be assigned by the Supervisor

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade	6
Parentetical Title		Governance Level	School Division Office
Office/Bureau/Service		Unit/Division	Curriculum Implementation Division
Reports to	Chief Education Supervisor	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 CID Division.			
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			
DUTIES AND RESPONSIBILITIES			
KEY RESULT AREA/S Plots/Schedules CLMD Activities	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.		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
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

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade:	6
Parentetical Title	Storekeeper II	Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- (Property Unit)	Office/Bureau/Service	
Reports to	Administrative Officer IV (Supply Officer II)	Effectivity Date	
Positions Supervised		Page/s	
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			
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	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
SUPPLIES AND MATERIALS	<ul style="list-style-type: none"> • Receive and record 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	<ul style="list-style-type: none"> • 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, re-group, 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	<ul style="list-style-type: none"> • 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



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY

INDIVIDUAL EVALUATION SHEET
School Administration Positions

Name of Applicant:

Position Applied:

Principal III

Qualification Standard (QS) of the Position	
Education	Master's degree in Education or Educational Management or Educational Leadership, or Master's degree in relevant learning area with at least 15 units in management
Training	40 hours of relevant training
Experience	Five (5) years teaching experience and three (3) years experience in school management and operations
Eligibility	RA 1080 (Teacher), Principal's Test Passer

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	10					
B. Training	10					
C. Experience	10					

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	25			
E. Outstanding Accomplishments	10	Details and MOVs Presented	Computation	Points
1. Awards and Recognition	(7)			
1.1. Outstanding Employee Award	(4)			
1.2. Award as Trainer or Coach	(3)			
2. Research or Innovation	(4)			
3. Subject Matter Expert / Membership in NTWG or Committee	(3)			
4. Resource Speakership / Learning Facilitation	(2)			
5. NEAP Accredited Learning Facilitator	(2)			
F. Application of Education	10			
G. Application of L and D	10			
H. Potential (any or combination of the following)	15			
1. Interview	(10)			
2. Work Sample Test				
3. Written Test	(5)			
4. Skills Test				
5. Others				
Total (Part I+II)	100			

Concurred:

Signature of Applicant

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY

INDIVIDUAL EVALUATION SHEET
School Administration Positions

Name of Applicant:

Position Applied:

Principal I

Qualification Standard (QS) of the Position	
Education	Bachelor's degree in Elementary / Secondary Education; or bachelor's degree with 18 professional education units
Training	40 hours of relevant training
Experience	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years
Eligibility	RA 1080 (Teacher), Principal's Test Passer

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	10					
B. Training	10					
C. Experience	10					

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	25			
E. Outstanding Accomplishments	10	Details and MOVs Presented	Computation	Points
1. Awards and Recognition	(7)			
1.1. Outstanding Employee Award	(4)			
1.2. Award as Trainer or Coach	(3)			
2. Research or Innovation	(4)			
3. Subject Matter Expert / Membership in NTWG or Committee	(3)			
4. Resource Speakership / Learning Facilitation	(2)			
5. NEAP Accredited Learning Facilitator	(2)			
F. Application of Education	10			
G. Application of L and D	10			
H. Potential (any or combination of the following)	15			
1. Interview	(5)			
2. Work Sample Test				
3. Written Test	(10)			
4. Skills Test				
5. Others				
Total (Part I+II)	100			

Concurred:

Signature of Applicant

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY

INDIVIDUAL EVALUATION SHEET
Non-Teaching Positions (SG 10-22 & 27)

Administrative Officer II
Project Development Officer I

Name of Applicant:

Position Applied:

Qualification Standard (QS) of the Position	
Education	Bachelor's Degree relevant to the job
Training	None Required
Experience	None Required
Eligibility	CSC Professional, Second Level Eligibility

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	5					
B. Training	10					
C. Experience	15					

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	20			
E. Outstanding Accomplishments	10	Details and MOVs Presented	Computation	Points
1. Awards and Recognition	(4)			
2. Research or Innovation	(4)			
3. Subject Matter Expert / Membership in NTWG or Committee	(3)			
4. Resource Speakership / Learning Facilitation	(2)			
5. NEAP Accredited Learning Facilitator	(2)			
F. Application of Education	10			
G. Application of L and D	10			
H. Potential (any or combination of the following)	20			
1. Interview	(5)			
2. Work Sample Test				
3. Written Test	(5)			
4. Skills Test	(10)			
5. Others				
Total (Part I+II)	100		Total Points	

Concurred:

Signature of Applicant

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:
MEMBERS



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY

INDIVIDUAL EVALUATION SHEET
Non-General Services Positions (SG 1-9)

Name of Applicant:

Position Applied:

Administrative Assistant II
 Administrative Aide VI

Qualification Standard (QS) of the Position	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational trade/course
Training	Four (4) hours relevant training
Experience	One (1) year of relevant experience
Eligibility	Career Service (Sub-Professional); First Level Eligibility

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	5					
B. Training	5					
C. Experience	20					

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	20			
E. Outstanding Accomplishment	10	Details and MOVs Presented	Computation	Points
1. Awards and Recognition	(4)			
2. Research or Innovation	(4)			
3. Subject Matter Expert / Membership in NTWG or Committee	(3)			
4. Resource Speakership / Learning Facilitation	(2)			
5. NEAP Accredited Learning Facilitator	(2)			
F. Application of Education	10			
G. Application of L and D	10			
H. Potential (any or combination of the following)	20			
1. Interview	(5)			
2. Work Sample Test				
3. Written Test	(5)			
4. Skills Test	(10)			
5. Others				
Total (Part I+II)	100			

Concurred:

Signature of Applicant

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:

CHECKLIST OF REQUIREMENTS

Application Code: _____

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant: Check if submitted)	Verification (To be filled out by the HRMO/HR Office/sub committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

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

DATA PRIVACY CONSENT

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

 Name and Signature of Applicant

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

 Person Administering Oath

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