



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE – CAPIZ**

November 30, 2023

DIVISION MEMORANDUM

No. **627**, s. 2023

**RECRUITMENT OF APPLICANTS FOR THE VACANT PROJECT DEVELOPMENT OFFICER I (PDO-I), ADMINISTRATIVE OFFICER II (AO-II), AND REGISTRAR I POSITIONS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Integrated & Secondary Schools  
All Others Concerned

1. This office announces the recruitment and selection for the vacant Project Development Officer I (PDO-I), Administrative Officer II (AO-II), and Registrar I positions.
2. The qualification standards and other details of the vacant positions are found in Annex A, B & C.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this office highly encourages interested & qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/ personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order No. 29, 2022 titled “Merit Selection Plan of the Department of Education”.
5. Interested qualified applicants may submit their application letter and other documents addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Schools Division of Capiz, through the Office of the **Administrative Officer IV (Personnel)** on or before **4:00 o’clock in the afternoon of December 15, 2023**, to wit:
  - a. Letter of intent addressed to the Schools Division Superintendent;  
**(Specify the position or positions you are applying for.);**
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017, downloadable from [csc.gov.ph](http://csc.gov.ph)) with latest 2x2 ID picture 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 records 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 (specifying your duties and functions), Contract of Service, or duly signed Service Record, whichever is/are applicable;



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- h. Photocopy of latest appointment, if applicable;
- i. For government employees, 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, or Performance Appraisal for private employees; and
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment purpose including but not limited to:
  - i. *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, if applicable; and*
  - ii. *Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item I is not relevant to the position to be filled.*

**Applicants who failed to submit the complete documentary requirements (Items 5a to 5j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item 5.k) shall not warrant for exclusion from the pool of applicants (Enclosure No. 1 to DepEd Order No. 007, s. 2023). No new or additional documents will be accepted after the deadline.

- 6. All applicants are required to register and encode pertinent information using the link <https://bit.ly/JoinMeNonTeaching>, in order to generate the application code. The unique application codes will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.
- 7. Applicants who intend to apply for two (2) or more positions should specify in their application letter the different positions they are applying for and should submit a separate folder with pertinent documents for each position.
- 8. The hard copy of documents should be arranged in a folder, with table of contents and tabbing and will be assessed according to the criteria set forth in DepEd Order 007, s. 2023 titled **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** to wit:

Criteria	SG 10-22 and 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L & D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>





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9. Applicants must bring the original copies of their documents during the open ranking for verification purposes and determination of the authenticity of all the documents presented.
10. The cut-off date for accomplishments, awards, trainings/seminars, and other similar activities is from the date of the applicant's last promotion to **December 14, 2023**.
11. The schedule of evaluation, interview and skills or work sample test will be announced later through a separate memorandum.
12. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions.
13. Expenses of the HRMPSB during the evaluation of documents, deliberation, preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
14. Immediate dissemination of this memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

ENCL: As stated  
Reference: D.O. 19, s. 2022  
D.O. 07, s. 2023

To be indicated in the Perpetual Index  
under the following subjects

RECRUITMENT  
NON-TEACHING

SELECTION  
GUIDELINES

CRITERIA  
QUALIFICATION

MSB/ADMIN-HR

**QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS**

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	Salary Grade	CSC Required Qualifications				PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
1	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420017-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
2	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420018-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
3	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420019-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
4	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420020-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
5	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420021-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
6	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420022-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
7	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420023-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
8	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420024-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
9	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420025-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
10	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420026-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
11	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420027-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
12	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420028-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
13	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420029-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
14	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420030-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
15	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420031-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
16	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420032-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
17	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420033-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
18	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420034-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
19	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420035-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)

**QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS**

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	SG	CSC Required Qualifications				ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
20	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420036-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
21	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420037-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
22	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420038-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
23	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420039-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
24	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420040-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
25	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420041-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
26	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420042-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
27	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420043-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
28	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420044-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
29	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420045-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
30	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420046-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
31	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420047-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
32	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420048-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
33	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420049-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
34	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420050-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
35	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420051-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
36	Administrative Officer- II	Administrative Officer-I	<i>OSEC-DECSB-ADOF2-420052-2023</i>	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)

**QUALIFICATION STANDARD OF THE VACANT NON-TEACHING POSITIONS**

NO.	POSITION	PARENTHETICAL	ITEM NUMBER	SG	CSC Required Qualifications				ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
37	Administrative Officer- II	Administrative Officer-I	OSEC-DECSB-ADOF2-420053-2023	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
38	Administrative Officer- II	Administrative Officer-I	OSEC-DECSB-ADOF2-420028-2020	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
39	Administrative Officer- II	Administrative Officer-I	OSEC-DECSB-ADOF2-420085-2021	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
40	Administrative Officer- II	Administrative Officer-I	OSEC-DECSB-ADOF2-420113-2021	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
41	Project Development Officer- I	NONE	OSEC-DECSB-PDO1-420030-2023	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
42	Project Development Officer- I	NONE	OSEC-DECSB-PDO1-420031-2023	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
43	Project Development Officer- I	NONE	OSEC-DECSB-PDO1-420032-2023	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
44	Project Development Officer- I	NONE	OSEC-DECSB-PDO1-420033-2023	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
45	Project Development Officer- I	NONE	OSEC-DECSB-PDO1-420034-2023	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz (Clustered Elementary School)
46	Administrative Officer- II	Administrative Officer-I	OSEC-DECSB-ADOF2-420198-2016	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz- Senior High School (Sapian NHS)
47	Administrative Officer- II	Administrative Officer-I	OSEC-DECSB-ADOF2-420200-2016	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz- Senior High School (Estefania Montemayor NHS)
48	Registrar-I	NONE	OSEC-DECSB-R1-420183-2016	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Capiz- Senior High School (Cuartero NHS)



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 Banica, Roxas City

<b>JOB DESCRIPTION</b>	
<b>POSITION TITLE</b>	<b>ADMINISTRATIVE OFFICER-II</b> (Administrative Officer-I)
<b>JOB SUMMARY</b>	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.
<b>KEY RESULT AREAS</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>  <i>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:</i></p> <ol style="list-style-type: none"> <li>a. recruitment and selection of applicants in the school assigned</li> <li>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</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b>Personnel Records</b></p> <ol style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information of school personnel</li> <li>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</li> <li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>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.</li> </ol> <p><b>Compensation and Benefits</b></p> <ol style="list-style-type: none"> <li>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)</li> <li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ol> <p><b>Other HR-related functions</b></p> <ol style="list-style-type: none"> <li>a. Update school personnel of the latest HR-related policies</li> <li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> <li>d. Prepare and submit HR-related reports to school head/HRMO</li> <li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li> <li>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.</li> </ol>
<b>Property Custodianship</b>	<ol style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school</li> </ol>
<b>General Administrative Support</b>	<ol style="list-style-type: none"> <li>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</li> <li>b. Assist the school planning team in the preparation of SIP/AIP.</li> <li>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</li> <li>d. Perform other functions as may be assigned by the School Head</li> </ol>



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<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> 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.
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POSITION TITLE	<b>PROJECT DEVELOPMENT OFFICER- I</b>
JOB SUMMARY	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.
<b>KEY RESULT AREAS</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
<b>Program Management and Implementation</b>	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"> <li>a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines</li> <li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li> <li>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</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li> <li>f. Prepare and submit relevant reports</li> </ol> 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
<b>Program Coordination and Partnerships</b>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities</li> <li>2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs</li> <li>3. Prepare communications and correspondence to the concerned School stakeholders</li> </ol>
<b>Advocacy</b>	<ol style="list-style-type: none"> <li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. As may be assigned by the Supervisor</li> </ol>

**GENERAL FUNCTIONS OF SENIOR HIGH SCHOOL NON-TEACHING STAFF**

POSITION TITLE	<b>ADMINISTRATIVE OFFICER-II (SENIOR HIGH SCHOOL)</b>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.</li> </ul>

POSITION TITLE	<b>REGISTRAR-I (SENIOR HIGH SCHOOL)</b>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Receives, updates and maintains the records, reports and documents of the school, its staff and learners;</li> <li>• Manages and updates the Learner Information System (LIS);</li> <li>• Ensures an efficient process of registration and enrollment;</li> <li>• Facilitates the process of releasing records of the school, staff and learners</li> </ul>



**CHECKLIST OF REQUIREMENTS**

Annex C

**Name of Applicant:** \_\_\_\_\_ **Application Code:** \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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.	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 (Annex C)			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	1. Photocopy of Voter's ID and/or proof of residency			
	2. 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			
	3. 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:

**MA. SHARON S. BARRIENTOS**

Administrative Officer IV (HRMOII)

**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)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.