



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

**DIVISION MEMORANDUM**

JUL 17 2024

No. 179, s. 2024

**RECRUITMENT AND SELECTION FOR VACANT NON-TEACHING POSITIONS  
IN THE SCHOOLS DIVISION OF KABANKALAN CITY**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Kabankalan City announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for the following positions not later than **5 PM of August 9, 2024**:

- a. Administrative Officer II
- b. Administrative Assistant III (Senior Bookkeeper)
- c. Administrative Assistant II (Bookkeeper)
- d. Administrative Aide VI
- e. Guidance Counselor II
- f. Project Development Officer II (DRRM)

2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.

3. Enclosures No. 1-6 contain the qualification standards, specific places of assignment, corresponding item numbers, and duties and responsibilities attached to each position for reference of interested applicants.

4. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the following required documents in **one (1) set** with ear tabs:

- a. Letter of intent addressed to the Schools Division Superintendent specifying the **school/office/unit, and the item number of the position or positions** applied for;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, 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, 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 deadline of submission, if applicable;



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- 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 (Enclosure No. 7) – 2 copies;
- k. Other documents as may be required for comparative assessment, such as but not limited to:
  - 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
5. Applicants may apply for more than one position provided that they specify the exact **school/office/unit, and the item number of the position or positions** being applied for.
6. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.
7. Applicants are advised to bring the original copies of the documents submitted during the document validation set by the Human Resource Management Promotion and Selection Board.
8. Applicants with disabilities may give the HRMPSB prior notice (in writing) should any assistance be needed during the conduct of selection activities.
9. For positions that do not require relevant experience and training, corresponding points shall still be given to validated credentials which are relevant to the duties of the vacant position in accordance with the assessment of the HRMPSB.
10. Succeeding activities and schedule thereof shall be communicated through a separate Memorandum.
11. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
~~Officer-In-Charge~~  
Office of the Schools Division Superintendent



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Position Title: <b>Administrative Officer II</b>		Salary Grade: <b>11</b>
Number of Vacancies: <b>9</b>		
Item Number:	Place of Assignment:	
OSEC-DECSB-ADOF2-420518-2024	Basak Elementary School	
OSEC-DECSB-ADOF2-420519-2024	Bugtong Elementary School	
OSEC-DECSB-ADOF2-420520-2024	Camandaan Elementary School	
OSEC-DECSB-ADOF2-420521-2024	Camugao Elementary School	
OSEC-DECSB-ADOF2-420522-2024	Lorenzo Zayco Elementary School	
OSEC-DECSB-ADOF2-420523-2024	Yanog Elementary School	
OSEC-DECSB-ADOF2-420195-2020	Colambo Elementary School	
OSEC-DECSB-ADOF2-420198-2020	Bantayan Elementary School	
OSEC-DECSB-ADOF2-420199-2020	Magballo Elementary School	
<b>QUALIFICATION STANDARDS</b>		
Education	Bachelor's Degree Relevant to the job	
Experience	None Required	
Training	None Required	
Eligibility	CS Professional Second Level Eligibility	
*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of an Administrative Officer II.		

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPOINSIBILITIES</b>
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>            Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> <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> </ol>



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	<p>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto.</p> <p>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS.</p> <p>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned.</p> <p>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</p> <p>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> <p><b>Compensation and Benefits</b></p> <p>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.)</p> <p>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification.</p> <p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p> <p><b>Other HR-related functions</b></p> <p>a. Update school personnel of the latest HR-related policies</p> <p>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school.</p> <p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school.</p> <p>d. Prepare and submit HR-related reports to school head/HRMO.</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>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.</p>
<p><b>Property Custodianship</b></p>	<p>Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the School Head</p> <p>a. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</p> <p>b. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p>c. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</p> <p>d. Prepare and submit reports on all property accountability of the school.</p>





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<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 immediate supervisor.</li></ol>



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Position Title: <b>Project Development Officer II (DRRM)</b>	Salary Grade: <b>15</b>
Number of Vacancies: <b>1</b>	
Item Number:	Place of Assignment:
OSEC-DECSB-PDO2-420089-2014	School Governance and Operations Division
<b>QUALIFICATION STANDARDS</b>	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Professional) Second Level Eligibility
<i>*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Project Development Officer II (DRRM)</i>	

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Risk-Informed Plans, Policies and Standards</b>	<ul style="list-style-type: none"> <li>Review existing plans, policies and standards.</li> <li>Develop/enhance and disseminate risk-informed plans, policies and standards for implementation.</li> </ul>
<b>Partnerships for Strengthening Resilience</b>	<ul style="list-style-type: none"> <li>Identify areas for partnerships with external partners on DRRM, CCA and EiE programs.</li> <li>Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners.</li> <li>Participate in International events/conferences.</li> <li>Undertake coordination on repositioning of materials and interventions for preparedness, response, and rehabilitation and recovery.</li> <li>Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.</li> </ul>
<b>DRRM Information System (DRRMIS) and Research</b>	<ul style="list-style-type: none"> <li>Create uniform templates to accommodate required data and provide feedback to the different DepEd offices and partners.</li> <li>Enhance data handlers' on: knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software.</li> <li>Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references.</li> </ul>



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	<ul style="list-style-type: none"> <li>Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas.</li> <li>Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation.</li> </ul>
<b>Resilience Education</b>	<ul style="list-style-type: none"> <li>Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum.</li> <li>Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.</li> </ul>
<b>Information, Education and Communication (IEC) and Advocacy for Resilience</b>	<ul style="list-style-type: none"> <li>Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE.</li> <li>Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration).</li> <li>Create a communication campaign on safety and resilience. Establish a library on IECs for DRRM, CCA, and EiE (hard and digital).</li> <li>Provide regions, divisions, and schools support and assistance, enabling early return to normal operations and recovery towards resilient development.</li> </ul>
<b>Learning Continuity and Resilience Interventions</b>	<ul style="list-style-type: none"> <li>Provide interventions for the well-being of affected personnel and learners.</li> <li>Facilitate the support and assistance to divisions, and schools, enabling early return to normal operations and recovery towards resilient development.</li> <li>Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation &amp; recovery needs and interventions.</li> </ul>
<b>Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives</b>	<ul style="list-style-type: none"> <li>Monitor progress of DRRMS' comprehensive school safety initiatives.</li> <li>Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.</li> </ul>



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Position Title: <b>Administrative Assistant III (Senior Bookkeeper)</b>		Salary Grade: <b>9</b>
Number of Vacancies: 5		
Item Number:	Place of Assignment:	
OSEC-DECSB-ADAS3-420019-2007	Bantayan National High School	
OSEC-DECSB-ADAS3-420005-2014	ERAMS – West	
OSEC-DECSB-ADAS3-420160-2018	OSDS – Payroll Unit	
OSEC-DECSB-ADAS3-420165-2018	Camingawan Elementary School	
OSEC-DECSB-ADAS3-420296-2017	Oringao Elementary School	
<b>QUALIFICATION STANDARDS</b>		
Education	Completion of 2 years studies in college	
Experience	1-year relevant experience	
Training	4 hours relevant training	
Eligibility	CS Sub Professional First Level Eligibility	
<i>*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of an Administrative Assistant III in the Department of Education.</i>		

KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES (SENIOR BOOKKEEPER)
<b>Accounting Services</b>	Assist the School Head in the performance of the following: <ul style="list-style-type: none"> <li>• Preparation/maintenance of registries of allotment and obligations</li> <li>• Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>• Preparation of liquidation of cash advances</li> <li>• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its</li> <li>• status of compliance undertaken by the school/schools division</li> <li>• Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>• Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools</li> </ul> Division Accountant.



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<b>Budgeting Services</b>	<ul style="list-style-type: none"><li>• <b>Budgeting System</b></li><li>• Assist in the conduct of orientations and workshops on the budgeting system</li><li>• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li><li>• <b>Budget Preparation</b></li><li>• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li><li>• Provide clerical support in the preparation of budget proposals</li><li>• Act as Liaison Officer to DBM, NEDA and other oversight bodies</li><li>• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li><li>• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li><li>• <b>Budget Execution</b></li><li>• Assist in gathering of data needed in the preparation of cost efficiency computations</li><li>• Prepare data needed to approve obligation requests</li><li>• Gather data needed to evaluate and prepare status report on budget utilization</li><li>• Prepares documents to approve fund transfer to other operating units</li><li>• <b>Budget Accountability and Reports</b></li><li>• Gather data needed in the preparation of budget accountability reports</li></ul>
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Position Title: <b>Administrative Assistant II</b>	Salary Grade: <b>8</b>
Number of Vacancies: <b>12</b>	
Item Number:	Place of Assignment:
OSEC-DECSB-ADAS2-420136-2018	Bantayan National High School
OSEC-DECSB-ADAS2-420144-2018	Florentino Galang, Sr. NHS
OSEC-DECSB-ADAS2-420138-2018	Inapoy National High School
OSEC-DECSB-ADAS2-420139-2018	Locotan National High School
OSEC-DECSB-ADAS2-420140-2018	Salong National High School
OSEC-DECSB-ADAS2-420141-2018	Tabugon National High School
OSEC-DECSB-ADAS2-420072-2014	OSDS – Accounting Unit
OSEC-DECSB-ADAS2-420358-2016	Carol-an NHS – Senior High School
OSEC-DECSB-ADAS2-420359-2016	Bantayan NHS - Senior High School
OSEC-DECSB-ADAS2-420363-2016	Tabugon NHS - Senior High School
OSEC-DECSB-ADAS2-420364-2016	Tan-awan NHS - Senior High School
OSEC-DECSB-ADAS2-420365-2016	Tapi NHS - Senior High School
<b>QUALIFICATION STANDARDS</b>	
Education	Completion of 2 years studies in college
Experience	1-year relevant experience
Training	4 hours relevant training
Eligibility	CS Sub Professional First Level Eligibility
<p><i>*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Bookkeeper in the Department of Education.</i></p>	

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPOINSIBILITIES</b>
<b>Accounting Services</b>	Assist the School Head in the performance of the following: <ul style="list-style-type: none"> <li>• Preparation/maintenance of registries of allotment and obligations</li> <li>• Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>• Preparation of liquidation of cash advances</li> <li>• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its</li> <li>• status of compliance undertaken by the school/schools division</li> <li>• Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>• Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools</li> <li>• Division Accountant.</li> </ul>



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<b>Budgeting Services</b>	<ul style="list-style-type: none"><li>• <b>Budgeting System</b></li><li>• Assist in the conduct of orientations and workshops on the budgeting system</li><li>• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li><li>• <b>Budget Preparation</b></li><li>• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li><li>• Provide clerical support in the preparation of budget proposals</li><li>• Act as Liaison Officer to DBM, NEDA and other oversight bodies</li><li>• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li><li>• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li><li>• <b>Budget Execution</b></li><li>• Assist in gathering of data needed in the preparation of cost efficiency computations</li><li>• Prepare data needed to approve obligation requests</li><li>• Gather data needed to evaluate and prepare status report on budget utilization</li><li>• Prepares documents to approve fund transfer to other operating units</li><li>• <b>Budget Accountability and Reports</b></li><li>• Gather data needed in the preparation of budget accountability reports</li></ul>
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Position Title: <b>Guidance Counselor II</b>		Salary Grade: <b>12</b>
Number of Vacancies: <b>5</b>		
Item Number:	Place of Assignment:	
OSEC-DECSB-GUIDC2-420485-2016	School Governance and Implementation Division	
OSEC-DECSB-GUIDC2-420486-2016		
OSEC-DECSB-GUIDC2-420487-2016		
OSEC-DECSB-GUIDC2-420488-2016		
OSEC-DECSB-GUIDC2-420489-2016		
<b>QUALIFICATION STANDARDS</b>		
Education	Master's degree in Guidance and Counseling	
Experience	None Required	
Training	None Required	
Eligibility	RA 1080, as amended, (Guidance Counselor)	
<i>*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Guidance Counselor II in the Department of Education.</i>		

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPOINSIBILITIES</b>
<b>Guidance and Counseling Program</b>	Formulated annual Guidance and Counseling Program on target date Implemented an effective all year-round guidance and counseling program
<b>Administration of Psychological and IQ Tests</b>	Administered and interpreted test results within target dates Provided solution-focused/counseling sessions based on the test results within target dates
<b>Counseling – Personal and Academic</b>	Provided individual and group counseling within the target dates Provided counseling sessions based on students' counseling needs
<b>Consultant/Resource Speaker</b>	Acted as consultant in school and community all year round Provided trainings to teachers on guidance related works
<b>Career Counseling</b>	Provided career/vocational counseling – twice a year Provided career planning once a year



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<b>Research and Evaluation</b>	Formulated survey needs, problem identification of students annually Evaluated action research twice a year Formulated intervention programs twice a year
<b>Prevention and Wellness</b>	Made action research on students and teachers needs twice a year Provided programs for students and teachers prevention and wellness twice a year
<b>Linkages to GOS, NGOs, LGUs and Other Agencies</b>	Linked with different government agencies all year round Referred students with special needs to specialists concerned



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Position Title: <b>Administrative Aide VI (Clerk III)</b>	Salary Grade: <b>6</b>
Number of Vacancies: <b>2</b>	
Item Number:	Place of Assignment:
OSEC-DECSB-ADA6-420082-2014	Administrative Services
OSEC-DECSB-ADA6-420087-2014	Curriculum Implementation Division
<b>QUALIFICATION STANDARDS</b>	
Education	Completion of 2 years studies in college
Experience	None Required
Training	None Required
Eligibility	CS Sub Professional First Level Eligibility
<p><i>*For purposes of giving of points, relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Clerk III in the Department of Education.</i></p>	

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPONSIBILITIES (Administrative Services)</b>
<b>Schedules Administrative Service Activities</b>	<ul style="list-style-type: none"> <li>• Schedules/calendars/meetings/appointments/training/workshops</li> </ul>
<b>Records and Files</b>	<ul style="list-style-type: none"> <li>• Documents/communications received, routed , tracked</li> <li>• Filing system created, and maintained</li> <li>• Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>• Comprehensive and complete minutes of meetings/agenda attended</li> <li>• Daily attendance of Administrative Service Staff (to establish staff location)</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Encoded documents</li> <li>• Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> <li>• Consolidation of Supporting documents, petty cash, documents/forms</li> <li>• Facilitate payment of monthly billings</li> </ul>
<b>Secretariat and Frontline</b>	<ul style="list-style-type: none"> <li>• Travel bookings made</li> <li>• Appointment, venue, meals arranged</li> <li>• Received/routed calls</li> <li>• Visitors responded to</li> <li>• Follow through on inquiries</li> <li>• Other services as may be required</li> </ul>



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KEY RESULT AREAS	DUTIES AND RESPOINSIBILITIES (Curriculum Implementation Division)
<b>Plots/Schedules CLMD Activities</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Record Management</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>• 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.</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Prepares or encodes into electronic format word documents and other presentation materials</li> <li>• Provides assistance and administrative support to training and conferences as assigned.</li> <li>• Coordinates preparation of documents needed in the operations of CLMD</li> <li>• Ensure security of office equipment and availability of office supplies</li> </ul>
<b>Secretariat/Frontline</b>	<ul style="list-style-type: none"> <li>• Receives and routes incoming calls to or logs information and notifies the concerned party</li> <li>• Greets and entertains office visitors and responds to their needs</li> <li>• Logs concerns brought to the office and follow through on inquiries</li> <li>• Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings.</li> <li>• Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned</li> </ul>



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
 Telephone Number: 471-2454 | 471-2003  
 E-mail: kabankalan.city001@deped.gov.ph

## CHECKLIST OF DOCUMENTS

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

Application Code: \_\_\_\_\_

<b>Basic Documentary Requirement</b>		<b>Status of Submission</b> <i>(To be filled out by applicant; Check if submitted)</i>	<b>Verification</b> <i>(To be filled out by HRMO/HR Office/Sub-Committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
b.	Duly accomplished Personal Data Sheet (PDS) CS Form 212, 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, Duly Signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the latest rating period (s) covering one (1) year performance prior to the deadline of submission, 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 – 2 copies			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	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:

\_\_\_\_\_  
HRMO

### 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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing 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.