



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

10 Jun 2022

DIVISION MEMORANDUM
No. 250, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE OFFICER IV POSITIONS (RECORDS & PROPERTY)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for submission of Applications for Administrative Officer IV positions (1 for Records and 1 for Property) until **July 06, 2022, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:
Prescribed Qualifications
 - a. *Education*: Bachelor's Degree relevant to the job
 - b. *Training*: 4 hours of relevant training
 - c. *Experience*: 1 year of relevant work experience
 - d. *Eligibility*: CS Professional; 2nd level eligibility

Required Competencies

- a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be 2022-ADOF4_Full Name (e.g. 2022-ADOF4_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**
- a. Application Letter addressed to the Schools Division Superintendent;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - c. Certificate of Registration/ License or any proof of eligibility; Copy should be duly certified by the issuing office (e.g. PRC License certified by PRC);
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records (Copy should be duly certified by the issuing school/ university)
 - g. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker); and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Honey Luz A. Sabuero	Rodrigo N. Valmoria, Jr.
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim



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7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
June 20, 2022	Orientation of Applicants	Applicants and HRMPSB
Until July 06, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
July 19-20, 2022	Initial Evaluation	HRMPSB w/ secretariat
	Background Investigation	HRMPSB Secretariat
July 21, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
August 16-17, 2022	Interview and Final Deliberation	HRMPSB & Applicants
August 23, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
9. Immediate dissemination of this Memorandum to all concerned is enjoined.



OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:


HIRING RECRUITMENT SELECTION



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		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education					
Position Title	Administrative Officer IV			Salary Grade:	15
Parentetical Title	Supply Officer II			Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- Supply and Property Section			Office/Bureau/Service	
Reports to	Administrative Officer V			Effectivity Date	
Positions Supervised	Administrative Aide VI (Storekeeper)			Pages	
JOB SUMMARY					
<p>To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and,</p> <p>Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.</p>					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Bachelors degree relevant to the job				
Experience	1 year relevant experience				
Eligibility	Career Service Professional (Second Level Eligibility)				
Trainings	4 hours of relevant training				
B. Preferred Qualifications					
Education					
Experience	4 years relevant experience				
Eligibility					
Trainings	40 hours relevant training				

KRA	DUTIES AND RESPONSIBILITIES
POLICIES, STANDARDS, GUIDELINES, SYSTEMS	<ul style="list-style-type: none"> • Develops and recommends policies, standards, guidelines, systems, tools and forms for use in the SDO regarding supply and property related activities. • Drafts memos and issuances on recommendations regarding policies, standards, guidelines, systems, forms for use in the SDO as approved by the SDS.
PROCUREMENT AND ACQUISITION	<ul style="list-style-type: none"> • Prepares the Division Annual Procurement Plan, by collecting and consolidating the procurement plans of the various units of the schools division offices for approval of SDS and submission to DBM • Prepares an agency procurement request on a quarterly basis for validation by DBM as to availability of stocks to determine supplies to be procured from DBM depot or sourced outside. • Prepare purchase orders based on APR and PR to procure the supplies needed.
DELIVERY INSPECTION AND ACCEPTANCE	<ul style="list-style-type: none"> • Receives and physically inspects supply delivered to ensure adherences to quarterly and quality specs of items delivered. • Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to supplier towards continuous improvement.
CUSTODIANSHIP	<ul style="list-style-type: none"> • Supervises maintenance of storage area for supplies and properties to ensure the security and safety of supplies. • Approves issuance of supplies as prepared by Storekeeper based on requests of units in the schools division. • Conducts inventory and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to establish accountability and inclusion of the property in the books of accounts
DISPOSAL	<ul style="list-style-type: none"> • Recommend disposal of waste materials and unserviceable equipment after conducting inspections on an annual basis to release accountability for unserviceable equipment and materials and deletion from accounting record • Keeps records of accountability of officials and employees on property issuances for issuance of clearance

		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education					
Position Title	Administrative Officer IV	Salary Grade:	15		
Parentetical Title	Records Officer II	Governance Level	Schools Division		
Unit/Division	OSDS- Administrative Unit- Records Division	Office/Bureau/Service			
Reports to	Administrative Officer V	Effectivity Date			
Positions Supervised	Administrative Aide VI (Records Unit)	Page/s			
JOB SUMMARY					
<p>To establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.</p>					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Bachelors degree relevant to the job				
Experience	1 year relevant experience				
Eligibility	Career Service Professional (Second Level Eligibility)				
Trainings	4 hours of relevant training				
B. Preferred Qualifications					
Education					
Experience	4 years relevant experience				
Eligibility					
Trainings	40 hours relevant training				

KRA	DUTIES AND RESPONSIBILITIES
RECORDS MANAGEMENT SYSTEM	<ul style="list-style-type: none"> • Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records. • Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed. • Implement policies and guidelines on records disposition to determine the ultimate fate of various records. • Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records • Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed. • Verify and certify documents emanating from the SDO or documents in possession.
RECEIVING AND RELEASING	<ul style="list-style-type: none"> • Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents. • Monitor critical documents received for the SDO for recording, routing, and tracking to be able to respond to management's queries on such documents.
DOCUMENTATION AUTHENTICATION AND VERIFICATION	<ul style="list-style-type: none"> • Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated. • Represents the agency in court to comply with subpoenas duces tecum
REPORTING	<ul style="list-style-type: none"> • Assist AO V in the preparation of annual reports and other required administrative reports • Provide details and mechanics relevant to the schools division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition. • Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition
TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> • Conduct training/ orientation on records management to staff in the schools division, schools and learning centers. • Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools division.

KRA	DUTIES AND RESPONSIBILITIES
UNIT PERFORMANCE	<ul style="list-style-type: none">• Assist AO V in planning, directing and supervising activities of Administrative Services• Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements.• Provide feedback on the performance of the Administrative Aide assigned to Records.