

Republic of the Philippines  
DepEd, Schools Division of CALBAYOG CITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

GRACE S. PAGUNSAN

HRMO

Date: 8/13/2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal II	OSEC-DECSB-SP2-540300-2010	20	52,703.00	Bachelors Degree in Elem. Education or its equivalent or Bachelors Degree plus 18 prof. units in Education plus 6 units of Management	40 hours of relevant training	1 year as Principal	PBET/ TEACHER/ RA-1080	Self-management Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
2	School Principal I	OSEC-DECSB-SP1-540191-2010	19	46,791.00	Bachelors Degree in Elementary/Secondary Education or Bachelors Degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 yr, or Teacher In-Charge (TIC) for 2 yrs, or Master Teacher (MT) for 2 yrs , or Teacher for 5 years	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
3	School Principal I	OSEC-DECSB-SP1-540184-2010	19	46,791.00	Bachelors Degree in Elementary/Secondary Education or Bachelors Degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 yr, or Teacher In-Charge (TIC) for 2 yrs, or Master Teacher (MT) for 2 yrs , or Teacher for 5 years	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
4	Master Teacher I	OSEC-DECSB-MTCHR1-543143-1998	18	42,159.00	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major, and 18 units for a Master's Degree in Education or its equivalent	None Required	Three (3) years relevant experience	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Secondary
5	Head Teacher III	OSEC-DECSB-HTEACH3-540979-1998	16	35,106.00	Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units	Twenty-four (24) hours of relevant training	Head Teacher for two (2) years, Teacher In-Charge for to (2) years, or teacher for five (5) years	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
6	Head Teacher III	OSEC-DECSB-HTEACH3-540980-1998	16	35,106.00	Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units	Twenty-four (24) hours of relevant training	Head Teacher for two (2) years, Teacher In-Charge for to (2) years, or teacher for five (5) years	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary



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7	Head Teacher III	OSEC-DECSB-HTEACH3-540984-1998	16	35,106.00	Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units	Twenty-four (24) hours of relevant training	Head Teacher for two (2) years, Teacher In-Charge for to (2) years, or teacher for five (5) years	PBET/ TEACHER/ RA-1080	Self-management Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
8	Head Teacher II	OSEC-DECSB-HTEACH2-540317-1998	15	32,053.00	Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units	Twenty-four (24) hours of relevant training	Head Teacher for one (1) year, or Teacher In-Charge for one (1) year, or teacher for four (4) years	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540006-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility		Schools Division of Calbayog City - Elementary
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540007-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility		Schools Division of Calbayog City - Elementary
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540008-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility	Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540009-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility		Schools Division of Calbayog City - Elementary
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540010-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility		Schools Division of Calbayog City - Elementary
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540011-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility		Schools Division of Calbayog City - Elementary
15	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540012-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility	Schools Division of Calbayog City - Elementary	Schools Division of Calbayog City - Elementary
16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADO2-540013-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility		Schools Division of Calbayog City - Elementary



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17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540014-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility	Self-management Interpersonal Effectiveness -Building Trust Communicati on Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
18	Senior Bokkeeper	OSEC-DECSB-SRBK-540004-2009	9	18,784.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Secondary
19	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540156-2016	8	17,505.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Senior High School
20	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540147-2016	8	17,505.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Senior High School
21	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540022-2018	8	17,505.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Accountability Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
22	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540161-2016	8	17,505.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Elementary
23	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540087-2014	8	17,505.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Elementary
24	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540139-2017	8	17,505.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Elementary
25	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540065-2004	6	15,524.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Cares for/ Develops others	Schools Division of Calbayog City - RLMSF
26	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540060-2014	6	15,524.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility		Schools Division of Calbayog City - Elementary
X-X-X										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 23, 2020.

All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating for the last three years (if applicable);

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- Omnibus Certification of Authenticity;
  - Photocopy of certificate of eligibility/rating/license & trainings attended; Certificates of Awards/Recognition received;
  - Certificate of Employment with period and Actual Duties & Function; and
  - Photocopy of Transcript of Records and other applicable documents for ranking.
  - Other requirements specified in DepEd Order No. 7, s. 2015 & DepEd Order No. 3, s. 2016
- QUALIFIED APPLICANTS are advised to hand in their application (hard copies) through the records section to:

**THELMA CABADSAN-QUITALIG, Ph. D., CESO V**

Schools Division Superintendent  
 c/o **GRACE S. PAGUNSAN**  
 Administrative Officer IV  
 Brgy. Hamorawon, Calbayog City  
[depedcalbayogdivision@yahoo.com](mailto:depedcalbayogdivision@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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

KEY RESULT AREAS		DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>		<p><b>Recruitment and Selection</b></p> <p>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"><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></ul> <p><b>Personnel Records</b></p> <ul 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></ul> <p><b>Compensation and Benefits</b></p> <ul 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></ul> <p><b>Other HR-related functions</b></p> <ul 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></ul>



KEY RESULT AREAS/		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/Practive 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 schoolhead 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 schoolhead 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 schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc d. Perform other functions as may be assigned by the immediate supervisor.

**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).**