

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 NCR No. 289, s. 2024

TO : **SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL OFFICE EMPLOYEES**

FROM : **JOCELYN DR. ANDAYA** 
 Director IV

SUBJECT : **ANNOUNCEMENT OF VARIOUS VACANCIES
 IN THE SCHOOLS DIVISION OF TAGUIG
 CITY AND PATEROS**

DATE : March 12, 2024

1. Enclosed is a copy of the letter dated March 5, 2023 of the Schools Division Superintendent of Taguig City and Pateros, requesting for issuance of a memorandum to attract more qualified applicants to various non-teaching positions of the said division, for information and guidance.
2. Attention is particularly invited to the attached Division Memorandum on the Recruitment and Selection for the Remaining Vacant Non-Teaching Position for FY 2024, for reference.
3. For immediate dissemination.



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF TAGUIG CITY AND PATEROS

DEPARTMENT OF EDUCATION
 DIVISION OF TAGUIG CITY AND PATEROS
 RECORDS UNIT

DEPARTMENT OF EDUCATION
 RECEIVED
 RECORDS UNIT - NATIONAL OFFICE - NCR
MAR 08 2024
 BY: *[Signature]* TIME: *4:05*

RELEASED
[Signature] Date: **05 MAR 2024**

March 5, 2024

DIR. JOCELYN DR. ANDAYA
 Director IV
 Department of Education, National Capital Region
 Misamis St., Bago Bantay, Q.C.

Thru: Ms. Elsa Mariano
 Administrative Officer V
 DepEd-NCR

Madam:

Greetings!

The SDO-Tapat would like to attract more qualified applicants to the various vacant positions in our division. Anent to this, we would like request for a wide dissemination of our Division Memorandum all over the National Capital Region through a Regional Memorandum.

It is hope that this request will merit a favorable response from your good office.

Thank you.

Very truly yours,

[Signature of Alejandro G. Ibañez]

ALEJANDRO G. IBANEZ
 Schools Division Superintendent

AAT- March 5, 2024



Gen. Santos Ave., Central Bicutan Taguig City
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 tapat.records@deped.gov.ph; sdo.tapat@deped.gov.ph
<https://tinyurl.com/DO-TAPAT>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF TAGUIG CITY AND PATEROS

DEPARTMENT OF EDUCATION
 DIVISION OF TAGUIG CITY AND PATEROS
RECORDS UNIT

RELEASED

01 MAR 2024

February 26, 2024

DIVISION MEMORANDUM

**RECRUITMENT AND SELECTION FOR THE REMAINING VACANT
NON-TEACHING POSITIONS FOR FY 2024**

TO : Assistant Schools Division Superintendent
 Chief Education Program Supervisor/Officer-In-Charge
 Public Schools District Supervisors
 Education Program Supervisors
 Division Unit Heads
 Public and Private Elementary and Secondary Schoolheads
 Other Institutional Heads/Private Heads
 All Others Concerned

- In line with the remaining and new vacancies of items due to promotion and retirement, a call for submission and receipt of application documents are now open to all interested qualified applicants for Related Teaching and Non-Teaching positions in duplicate copies for recruitment and selection process on or before 5:00 pm of **March 15, 2024** at the Division Records Unit. List of vacant positions and their qualification standards/requirements are as follows:

LIST OF VACANT POSITIONS

POSITIONS	SALARY GRADE	No. of Items	EDUCATIONAL REQUIREMENTS	EXPERIENCE	TRAINING	ELIGIBILITY	Office/School Assignment
1.0 SENIOR HIGH SCHOOL							
Administrative Officer II (Administrative Officer I)	11	1	Bachelor's degree relevant to the job.	None Required.	None Required.	Career Service (Professional) Second Level Eligibility	Signal Village National High School
Administrative Assistant II (Clerk IV)	8	14	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	GRFMS - Ateneo Pateros, National HS BRCCOSTMS WYNSH Taguig Science HS Western Divisado NHS TIS - St. Anne TINS RINS
2.00 DO PROPER/ELEMENTARY SCHOOLS							
Administrative Officer II (Administrative Officer I)	11	2	Bachelor's degree relevant to the job.	None Required.	None Required.	Career Service (Professional) Second Level Eligibility	Silangan ES Daanghari ES
Administrative Assistant II (Disbursing Officer II)	8	4	Completion of 2 years studies in college	1 year of relevant experience (Preferably Finance or Administrative related)	4 hours of relevant training (Preferably Finance or Administrative related)	Career Service (Subprofessional) First Level Eligibility	3 Clustered Elem School 1 Division Office
Administrative Assistant III (Senior Bookkeeper)	9	8	Completion of 2 years studies in college	1 year of relevant experience (Preferably Finance or Administrative related)	4 hours of relevant training (Preferably Finance or Administrative related)	Career Service (Subprofessional) First Level Eligibility	3 clustered ES 3 Division Office
3.00 SECONDARY SCHOOLS							
Registrar II	11	1	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Fort Bonifacio HS
Administrative Assistant III (Senior Bookkeeper)	9	4	Completion of 2 years studies in college	1 year of relevant experience (Preferably Finance or Administrative related)	4 hours of relevant training (Preferably Finance or Administrative related)	Career Service (Subprofessional) First Level Eligibility	TIS TAG SCIE TAG NAT Fort Bonifacio HS

Administrative Assistant II (Disbursing Officer II)	8	17	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	2 BPOES 1 MCTPS 1 UENOR 2 STONR 2 S.F.A.P.A. NS 2 PPOES 1 TPOES NS 1 SDRCS 2 Makab Science 3 Pango NS 1 Fort Bonifacio NS 1 Bonifacio Agri NS
Administrative Aide IV (Clerk II)	4	1	Completion of 2-Year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC II s. 1996 Career Service (Sub-professional)/First Level Eligibility	Signal Village N115
Administrative Aide III (Clerk I)	3	1	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Fort Bonifacio NS
Administrative Aide I (Utility Worker I)	1	1	Must be able to read and write	None required	None required	None Required	Fort Bonifacio NS

2. Pursuant to DepEd Order No. 19, s. 2022 re: The Department Merit and Selection Plan and DepEd Order No. 007 s. 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education, it is advised that pertinent documents relative to their application be arranged carefully and labelled properly with index tab, based on the following:

- a. Letter of intent addressed to the Head of Office or to the Highest Human Resource Officer designated by the Head of Office (stating the position and parenthetical position);
- b. Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC license/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of latest Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C), **notarized by authorized official**; and
- k. Other documents may be required by the HRMPSB for comparative assessment, including but not limited to.
 - i. Means of Verification (MOV's) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointments; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.

3. Attention is invited to the following paragraphs of DepEd Order No. 007 s. 2023, to wit:

"Paragraph 21: "Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j.....")

"Paragraph 22: No additional documents shall be accepted"

"Paragraph 23: All official applicants in the pool shall be"

"Paragraph 25: The applicant assumes full responsibility....."

"Paragraph 26: An internal applicant occupying"

4. All documents must be stamped "RECEIVED" by the Division Records Office on or before the deadline date of submission. Original documents should be presented by the applicant upon request for further verification.
5. Online submission of electronic copies of application documents is allowed through google link, subject to the submission of the hard copies upon request for purpose of verification of the HRMO and/or HRMPSB.
6. All applicants are enjoined to familiarize themselves to the abovementioned Orders. **Further, it is also required to fill out the online application link <http://tinyurl.com/2024NTPRTAPPCODE> for generating applicant's code.**
7. Attached herewith is the Composition of Human Resource Management Personnel Selection Board (HRMPSB), Qualification Standards, Job Description and Schedule of Activities for reference.
8. All qualified applicants based on the initial evaluation will go on further evaluation before the HRMPSB.
9. The decision of the Human Resource Management Personnel Selection Board (HRMPSB) shall be final and irrevocable.
10. Equal opportunity is hereby implemented to all applicants regardless of race, religion, color, gender, sexual orientation or national origin.
11. Schools are enjoined to coordinate with their respective barangays for posting and announcement in their locality, and the school bulletin (on site and official website).
12. Expenses to be incurred by the HRMPSB during the conduct of this activity shall be charged against the Division MOOE Fund, subject to the usual accounting rules and regulations.
13. Immediate and wide dissemination of this Memorandum is desired.


ALEJANDRO G. IBÁÑEZ
Schools Division Superintendent

Encl.: Qualification Standards
Calendar of Activities
Human Resource Management Personnel Selection Board
Reference: DO 19 s.2022; DO 07 s.2023

To be indicated in the Perpetual Index
under the following subject:

Appointment Recruitment Selection
rqe/Personnel- RECRUITMENT AND SELECTION OF REMAINING NTP POSITIONS FOR SY2023-2024
February 26, 2024

Calendar of activities

DATE	PARTICULARS	PERSONS INVOLVED
March 13, 2024	Orientation of Applicants	HRMPSB/ HR-Personnel/ Applicant
March 15, 2024	Deadline of submission of application for ranking	Records Office/ Applicant
March 18-20, 2024	Initial evaluation of the qualification of applicants	HRMO
March 22, 2024 (Tentative)	Release of Notification – Annex E (Letter for Qualified Applicants) and Annex F (Letter for Not Qualified Applicants)	HRMO
April 1-3, 2024 (Tentative)	Comparative Assessment of applicants	HRMPSB/ Applicant
April 5, 2024 (Tentative)	Release of Comparative Assessment Result (CAR) to Appointing Authority	HRMPSB/ Records Office
April 9, 2024 (Tentative)	Posting of Comparative Assessment Result (CAR)	HR/ Personnel/ Appointing Authority/Passers
April 16, 2024 (Tentative)	Notification for Appointment	Appointing Authority/ Personnel Unit



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF TAGUIG CITY AND PATEROS

**DIVISION HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB)**

FOR NON-TEACHING POSITIONS

DO 19 S. 2022

DO 7 s. 2023

Chairman: Arturo A. Tolentino, CESO VI
Assistant Schools Division Superintendent

Members

Chief Education Supervisor
School Governance and Operations Division

Kitche F. Altamia
Administrative Officer V

Rosemarie Q. Esteban
Administrative Officer IV

Alternate Member

Jose F. Abisado Jr.

Shiela Mae L. Galigao

Marivil Borbon

Schoolhead where the vacancy exists

Signal Village NHS

Taguig Integrated School

Taguig Science HS

Taguig National HS

Bagumbayan NHS

Maria Asuncion Rodriguez Tinga HS

Upper Bicutan National HS

Gen R.Papa MHS

Daanghari ES

Pateros National HS

Tipas National HS

Kap. Eddie Reyes IS

Makati Science HS

Pitogo HS

Fort Bonifacio HS

Benigno Aquino HS

Silangan ES

**For Office of the Schools Division Superintendent (OSDS)/
Senior High School (SHS)**

Atty. Brent Buliyat
Attorney III

Ivy Eva Allawan

Representative of accredited employee's association

Jofre Limbo
Nurse II

Secretariat: Human Resource Management Office

Shiela Mae L. Galigao
Bernadet S. Mendiola
Editha S. Celadena
Denise Aira Tanalas
John Paul Rance



ALEJANDRO G. IBAÑEZ
Schools Division Superintendent

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

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

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


 Department of Education	<p style="text-align: center;">POSITION AND COMPETENCY PROFILE</p>	PCP No. _____ Revision Code: 00
Position Title Parent/Thetical Title Office Unit		Administrative Aide I Utility Worker I Teachers Camp; Administrative Service; Human Resources Development Service-Office Service Chief; Office of Planning Service; National Educators Academy of the Philippines; Bureau of Elementary Education; Physical Fitness, Wellness and Recreation Office, National Science Teaching Instrumentation Center; Secondary Schools
Reports to Position Supervised	Head of Office; Utility Foreman None	Salary Grade: 1 Effectivity Date Pagels

JOB SUMMARY

Under immediate supervision and with detailed rules and procedure, performs cleaning duties and tasks based on unit's standards

QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Must be able to read and write
Experience	None required
Eligibility	None required (MC 11, s. 1996 - Cat. I)
Trainings	None required
B. Preferred Qualifications	
Education	High School Graduate/High School Level
Experience	None required
Eligibility	None required (MC 11, s. 1996 - Cat. I)
Trainings	None required

DUTIES AND RESPONSIBILITIES	
Utility Worker I	
1.	Performs routine, repetitive cleaning, light housekeeping and gardening tasks within assigned areas of DepEd such as offices, classrooms, laboratories, libraries, corridors, dormitory bedrooms, dining rooms, kitchens, comfort rooms, grounds, etc.
2.	Operates light cleaning/gardening equipment such as sweepers, vacuum cleaners, floor polishers, lawn mowers, etc. And makes minor repair and adjustments on such equipment.
3.	Observes the proper waste segregation of biodegradable and non-biodegradable waste
4.	Reports to Utility Foreman anything in the work area that is not working properly i.e. equipment or appliances, furnitures/fixtures, light bulbs needing repair or replacement, that may result to inconveniences of the guests
5.	Runs errands and renders messengerial services such as receiving and relaying messages to faculty and staff.
6.	Attends to guests' inquiries and concern in a very polite manner, and reports the same to Utility Foreman or Dormitory Manager.
7.	Provides correct and accurate information to guests.
8.	Knows the facilities and amenities for the Dormitory, such as fireplace, air conditioners, etc. and knows how to operate them
9.	Knows the location of Dormitory very well and the area around it to help him/her in showing the directions to guests.
10.	Reports any lost or hands over found items to Utility Foreman or Dormitory Manager
Utility Worker II	
1.	Performs special housekeeping functions on specialized function rooms or work area with sensitive equipment and gadgets
2.	Assists the immediate housekeeping head in operational tasks e.g., preparing weekly housekeeping schedules, coordinating job order requests, preparing weekly requisitions of cleaning supplies, assigning the staff in emergency, difficult or abnormal situations.
3.	Checks housekeeping machines and equipment based on safety standards
4.	Prepares and monitors the daily status of house rooms
5.	Prepares/submits periodic reports i.e. inventory, consumption, incident reports, lost and found and others.
6.	Runs errands and renders messengerial services such as receiving and relaying messages to faculty and staff
7.	Performs simple carpentry work
8.	Attends to guests' inquiries and concern in polite manner, and reports the same to Utility Foreman or Dormitory Manager.
9.	Provides correct and accurate information to guests.
10.	Knows the facilities and amenities for the Dormitory, such as fireplace, air conditioners, etc. and knows how to operate them
11.	Knows the location of Dormitory very well and the area around it to help him/her in showing the directions to guests.
12.	Reports any lost or hands over found items to Utility Foreman or Dormitory Manager

 Department of Education	POSITION AND COMPETENCY PROFILE		Revision Code: 00
	Position Title	Administrative Aide III	PCP No. _____
Parentetical Title	Clerk I	Salary Grade	3
Office Unit	General Services Division; Records Division; Research and Statistics Division; National Educators Academy of the Philippines; Bureau of Elementary Education; Bureau of Alternative Learning System; National Educational Testing and Research Center; Teachers Camp	Effectivity Date	
Reports to	Administrative Officer V	Pages	
Position Supervised	None		

JOB SUMMARY

Performs repetitive and routine clerical tasks

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Completion of 2 years studies in college
Experience	None required
Eligibility	Career Service (Sub professional) First Level Eligibility
Trainings	None required

B. Preferred Qualifications

Education	Completion of 2 years studies in college
Experience	None required
Eligibility	Career Service (Sub professional) First Level Eligibility
Trainings	None required

DUTIES AND RESPONSIBILITIES (Clerk III)

Clerk I

1. Receives/releases, sorts, indexes and files correspondence, records and other documents
2. Checks and verifies communication on forms and other records
3. Files letters and routine endorsements
4. Does simple posting figures on record forms
5. Meets public and answers questions about places, events or personnel
6. Encodes routine correspondence forms

Clerk II


1. Receives, sorts records, copies, stamps incoming documents in Incoming Logbook and inserts documents in appropriate folders for appropriate action taken
2. Records and files letters, telegrams, cablegrams, facsimiles, other routine endorsements and other correspondences
3. Stores and maintains simple control records for documents such as reference numbers for outgoing documents
4. Follows up pertinent papers, correspondence, payrolls and vouchers and attends to inquiries or refers telephone callers or visitors to the proper sources
5. Encodes routine correspondence, endorsements, reports, memoranda, and other forms of written communications

Clerk III

1. Places relevant document folders on appropriate desks for disposition of superior / authorities
2. Sorts acted-on documents for subsequent clerical attention/ actions
3. Encodes correspondences, reports and memoranda
4. Prepares drafts of routine official letters and endorsements
5. Liaises with other offices in regard to endorsed documents / correspondence / action taken thereon
6. Reports to appropriate authorities feedback on action taken on endorsed documents / correspondence
7. Organizes documents for storage and safekeeping
8. Maintains records of documents filed or stored in filing cabinet / electronic folder

Clerk IV

1. Supervises and participates in the maintenance and updating of the office's filing system
2. Files confidential documents/correspondence
3. Prepares reports on actions taken on documents prepared or endorsed, and authorizes the release of documents to relevant parties/units
4. Reviews unit's or offices' clerical activities to improve performance and flow of work

		JOB DESCRIPTION		JD No. _____	Revision Code: ____
Department of Education					
Position Title	Administrative Assistant III	Salary Grade	9	Schools Division Office (SDO)/Implementing Unit Secondary School	
Parentetical Title		Governance Level		Office of the Schools Division Superintendent	
Unit	Accounting/Budget/Personnel Section	Division			
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date			
Positions Supervised	N/A	Page/s			
JOB SUMMARY					
This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Completion of two years in college				
Experience	1 year relevant experience				
Eligibility	Career Service Sub-Professional (First Level Eligibility)				
Trainings	4 hours of relevant training				
B. Preferred Qualifications					
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting				
Experience	1 year relevant experience in accounting activities/tasks				
Eligibility	Career Service Sub-Professional (First Level Eligibility)				
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)				

NOTE: *Determination of work assignments of the incumbent ADAS III, shall be the task of his/her immediate superior, based on the duties and responsibilities enumerated below.*

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>For Doped Implementing Units:</p> <ul style="list-style-type: none"> • Prepare/maintain registries of allotment and obligations • Prepare financial and accountability reports and maintains subsidiary ledgers • Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.) • Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school • Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units:</p> <ul style="list-style-type: none"> • Maintain school's subsidiary ledgers related to cash advances • Assist the school head in the preparation of liquidation of cash advances • Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances • Perform other related bookkeeping and accounting tasks for the school/schools division as may be assigned.
Salary Administration and Payroll Processing	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)) • Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. • Handle the administration of the Biometric system • Keep abreast with company policies and tax legislations that impact on remuneration • Maintain the confidentiality of personal information of Doped personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Closely coordinate with other Depe'd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the Depe'd Provident Fund.
<p>Payroll-related Services</p>	<p>As designated GSIS Authorized Agency Officer:</p> <ul style="list-style-type: none"> • Certify the loan applications of members in their agencies as to the following: <ul style="list-style-type: none"> ↳ That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for; ↳ That loan borrowers are in active service; ↳ That loan borrowers have no pending administrative and/or criminal charge; and ↳ That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS; • Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave; • Transmit electronically to GSIS, all membership updating request forms; • Coordinate with Electronic Remittance File (ERF) officers on the following: <ul style="list-style-type: none"> ↳ Timely deduction of the monthly amortization due on the loans certified or approved; ↳ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and ↳ Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS; ↳ Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance. • Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly; • Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and • Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs <p>As designated Electronic File Remittance (ERF) Handler</p> <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month;
<p>Payroll-related Services</p>	<p>As designated Electronic File Remittance (ERF) Handler</p> <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month;

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Monthly reconciliation billing issues (RBIs); and <ul style="list-style-type: none"> ↳ Notices of deficiency • Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS. • Prepare the monthly remittance files using the following as inputs: <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Notices to deduct received; ↳ Data on their employees with increments or promotion that will take effect on the particular due month; and ↳ List of employees from the agency who retired, separated, resigned or transferred to other agencies. • Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete. • Accomplish the proper membership updating form for employees in their agencies; • Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid; • Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and • Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.
<p>Payroll-related Services</p>	<p>As designated Depled Verifier:</p> <ul style="list-style-type: none"> • Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility: <ul style="list-style-type: none"> ↳ Depled personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines; ↳ GSIS Authorized Agency Officers (AAOs), for Depled personnel's GSIS loan applications; ↳ Designated Provident Fund (PF) loan processors, for Depled personnel's PF loans; and ↳ Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for Depled personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity; • Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the Depled Verifier under the APDS", both for Loans and for Insurance Premium and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the Depled Order (DO) No. 18, s. 2018; • Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification,

KEY RESULT AREAS/	DUTIES AND RESPONSIBILITIES								
	<p>as contained in the e-mailed request, are:</p> <ul style="list-style-type: none"> ↳ Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and ↳ Authentic, based on the information in the official payroll. <ul style="list-style-type: none"> • Record information on applications for loans under the following: <ul style="list-style-type: none"> ↳ GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and ↳ Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.); • Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned • Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018): <table border="1" data-bbox="603 1077 815 1530"> <thead> <tr> <th>Term of Loan</th> <th>Maximum Contractual Interest Rate</th> </tr> </thead> <tbody> <tr> <td>1 year</td> <td>7.50%</td> </tr> <tr> <td>2 years</td> <td>9.00%</td> </tr> <tr> <td>3 years</td> <td>9.66%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.); • Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation. • Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit, and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use. • Perform other related tasks as may be assigned by immediate superior. 	Term of Loan	Maximum Contractual Interest Rate	1 year	7.50%	2 years	9.00%	3 years	9.66%
Term of Loan	Maximum Contractual Interest Rate								
1 year	7.50%								
2 years	9.00%								
3 years	9.66%								

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Budgeting Services</p>	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. Issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports