# Department of Education region vii, central visayas division of talisay city

October 14, 2024

**DIVISION MEMORANDUM** 

No. 644, s. 2024

### CALL FOR SUBMISSION OF APPLICATIONS FOR TEACHING, RELATED-TEACHING AND NON-TEACHING POSITIONS FOR S.Y. 2024-2025

To:

Assistant Superintendent

Chiefs, CID/SGOD

**Education Program Supervisors** 

District Supervisors

Elementary and Secondary School Heads

1. The field is hereby informed of the recruitment and selection of the following Teaching, Related-Teaching and Non-Teaching Positions for S.Y. 2024-2025 of this Division:

POSITIONS	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBITY	NO. OF VACAN CIES	ASSIGNMEN T/STATION			
	NON-TEACHING POSITIONS									
Attorney III	21	Bachelor of Laws	1 year relevant experience	4 hrs. relevant training	RA 1080 (BAR)	1	OSDS – Legal Section			
Administrativ e Officer V	18	Bachelor's degree	2 years of relevant experience	8 hrs of relevant training	Career Service Profession al (Second Level Eligibility)	1	OSDS			
Administrativ e Assistant III	9	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofes sional) First Level Eligibility	2	OSDS (PAYROLL SECTION)			
Administrativ e Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofes sional) First Level Eligibility	2	TALISAY CITY NHS TABUNOC NHS			



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Administrativ e Assistant II (Disbursing Officer II)	8	At least 2 years in college	1-year relevant experience	4 hrs relevant training	Career Sub- Profession al (First Level Eligibility)	9	Elementary Jaclupan NHS Lawaan NHS Tabunoc NHS Talisay City NHS
Administrativ e Assistant II	8	At least 2 years in college	1-year relevant experience	4 hrs relevant training	Career Sub- Profession al (First Level Eligibility)	1	OSDS-Acctg Section
Administrativ e Assistant II	8	At least 2 years in college	1-year relevant experience	4 hrs relevant training	Career Sub- Profession al (First Level Eligibility)	1	Senior High School
Administrativ e Aide VI	6	At least 2 years in college	1-year relevant experience	4 hrs relevant training	Career Sub- Profession al (First Level Eligibility)	3	OSDS (Cash, AOV's Office, Supply)
		REL	ATED-TEACHIN	G POSITION	S		
Guidance Counselor II	12	Bachelor of Science in Guidance and Counseling or in any allied discipline	At least 1- year relevant experience	4 hrs relevant training	RA 1080 (Registered Guidance Counselor)	4	Senior High School
Guidance Counselor I	11	Bachelor of Science in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Registered Guidance Counselor)	1	Talisay City NHS
			TEACHING PO	SITIONS			
TEACHER III	13	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	PBET/LET / RA1080 (Teacher)		Elementary (For future vacancies)



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		Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	PBET/LET / RA1080 (Teacher)		Junior High School (For Future Vacancies)
		Academic Track and Core Subjects: Bachelor's degree with a major in the relevant strand/subject : or any Bachelor's Degree plus at least 12 units towards Master's degree in relevant strand/subject . TVL: Bachelor's degree or completion of technical- vocational course/s in the area of specialization	relevant teaching/ind ustry work experience  TVL: 1 year of relevant teaching or 1 year of	Academic Track and Core Subjects: 4 hours of relevant training relevant to the area of specializati on  TVL: At least NC II + TMC 1 (Appropria te to the specializati on)	RA 1080 (Teacher)	7	Senior High School
		Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	PBET/LET / RA1080 (Teacher)		For future vacancies
TEACHER II	12	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with	1 year relevant experience	None required	PBET/LET / RA1080 (Teacher	2	Junior High School Mohon NHS Talisay City NHS



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appropriate major					
Academic	Academic	Academic			
Track and	Track and	Track and	RA 1080		Senior High
Core Subjects:	Core	Core	(Teacher)	5	School
Bachelor's	Subjects: 6	Subjects:			
degree with a	months of	None			
major in the		required			
relevant	teaching/ind				
strand/subject	ustry work				
: or any	experience	least NC II			
Bachelor's		(Appropria			
Degree plus at		te to the			
least 6 units	months of	1			
towards	relevant	on)			
Master's degree					
in relevant	year of				
strand/subject	industry				
	work				
TVL:	experience				
Bachelor's					
degree or					
completion of					
technical-					
vocational					
course/s in the					
area of					
specialization					

- 2. Please refer to the following guidelines as basis for ranking:
  - a. DepEd Order No. 19, s. 2022 titled "The Department of Education Merit Selection Plan".
  - b. DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection and Appointment in the Department of Education".
- 3. All interested applicants are **required to register at depedtalisaycityr7.com.ph/hiring** and **upload** the following documents listed below before submitting the hard copy to the Division Office thru the Records Section:
  - a. Letter of intent addressed to the Schools Division Superintendent;
  - b. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet and latest passport size pictures;
  - c. Photocopy of valid and updated PRC License/ID, if applicable;
  - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
  - e. Photocopy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  - f. Photocopy of Certificates of Training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;



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- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of 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 Requirement 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, notarized by authorized official. See attached (Enclosure A)
- k. 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.
- 1. Certification that the documents submitted electronically are faithful reproductions of the original documents.

#### Notes:

- 1. Submitted documents shall be considered records of the Division Office and will be retained in accordance with the office retention policies.
- 2. All documents must be placed in long folder with label, fastened at the top of the folder with tabbing.
- 3. Applicants are advised to submit one (1) folder for each position applied.
- 4. Applicants are directed to upload their documents in one PDF file, per position at depedtalisayr7.com.ph/hiring.

### 4. Hereunder are the schedule of Activities.

Date	Venue	Time	Activities
October 18-28, 2024	SDO	8:00 am - 5:00 pm	Submission of the applicant's pertinent documents in one (1) folder with tabs and proof of online registration to the HRMO for verification against the original documents and certification as to completeness, veracity, accuracy, and authenticity of documents.  • Applicants who fail to submit complete mandatory requirements (Items 3.a to 3.j) on the set deadline indicated shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 3.k) shall not warrant exclusion from the pool of official applicants.  • No additional documents shall be accepted after the set deadline.  • The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j) duly signed by the applicant.
October 25, 2024	SDO	1:00 pm - 5:00 pm	Orientation of Division Sub-Committee by the HRMPSB
October 29-31, 2024	SDO	8:00 am - 5:00 pm	Initial Evaluation of the applicants' qualifications vis-à-vis the CSC Approved QS and submission by the HRMO to HRMPSB for deliberation.

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November	SDO	8:00 am	Posting of Initial Evaluation Results (IER) at SDO Bulletin
1-5, 2024		- 5:00	Board, near the SDO entrance and to respective school's
		pm	bulletin board.
November 6-13, 2024	SDO		<ul> <li>Preparation of applicant's schedule (date, time, and venue) for orientation and interview.</li> <li>Inform the applicants as to the schedule of orientation and interview thru call or text message</li> </ul>
	TBA per DSC	8:00 am - 5:00	<ul> <li>Orientation of applicants of the hiring guidelines</li> <li>Assessment and validation of documents</li> </ul>
		pm	• Interview
November 14-15, 2024	SDO	8:00 am - 5:00 pm	<ul> <li>Submission of Comparative Assessment Results (CAR) in hard and soft copy (dianne.fernandez001@deped.gov.ph) by the DSC to HRMPSB</li> <li>Applicants are arranged numerically from highest to lowest rank</li> </ul>
November 18-19, 2024	SDO	8:00 am - 5:00 pm	Finalization of Comparative Assessment Results by the HRMPSB
November 20-29, 2024			Posting of the CAR in the Division Office and Division's website. Request for correction shall only be entertained within 10 calendar days from its posting and it should be in writing.
December 2, 2024			Deliberation of HRMPSB
December 3, 2024 and onwards			Hiring

### 5. The following are the Ranking Committees:

	Human Resource Merit Promotion and Selection Board (HRMPSB)						
Chairman	Chairman Dr. Christine A. Paquibot, Asst. Schools Division Superintendent						
Members	Ms. Rosario Dioko, CES – School Governance Operations Division Dr. Elvira N. Vergara, OIC, Chief – Curriculum Implementation Division Ms. Ayren S. Belleza, SEPS-HRD/Concurrent Administrative Officer V Ms. Dianne L. Fernandez, Administrative Officer IV Mr. Augustus R. Larida, NEU President						
Secretariat	Ms. Catherine P. San Juan, Administrative Officer II Ms. Chemily B. Rosalyos, Administrative Assistant III Ms. Jess Marie Parsacala, Administrative Aide VI Ms. Jessiely T. Mahinay, Administrative Aide VI						

Functions: To further review and evaluate the Comparative Assessment Results prepared by the Division Sub-Committee.

Group A: A	ATTORNEY III, ADMINISTRATIVE OFFICER V, ADAS III, ADAS II, ADA VI
Chairman	Dr. Christine A. Paquibot, Assistant Schools Division Superintendent



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Members:	Ms. Rosario Dioko, CES - School Governance & Operations Division
	Ms. Ayren S. Belleza, SEPS-HRD/Concurrent Administrative Officer V
	Ms. Eulimae G. Mahilum, Accountant III
	Ms. Maria Louise D. Toylo, Administrative Officer V (Budget)
	Mr. Augustus R. Larida, NEU President
Secretariat	Ms. Catherine P. San Juan, Administrative Officer II
	Ms. Jessiely T. Mahinay, Administrative Aide VI

	Group B: Guidance Counselor II, Guidance Counselor I, Teacher III, Teacher II
Chairman	Dr. Elvira N. Vergara, OIC, Chief – CID
Members:	Dr. Mariano R. Montebon, Education Program Supervisor Dr. Violeta A. Arsolon, Education Program Supervisor Ms. Junette B. Abapo, School Principal I Mr. Wee Wynn C. Elnas, School Principal I Ms. Dianne L. Fernandez, HRMO II
Secretariat:	Ms. Chemily B. Rosalyos, Administrative Assistant III Ms. Jess Marie Parsacala, Administrative Aide VI

- Applicants who do not meet the qualification standards for the position applied for are automatically disqualified to advance in the screening process.
- 7. It is understood that the submission of documents beyond the deadline will not be accepted by this Office.
- This Division integrates the equal employment opportunity principle in the ranking and hiring which is to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the Department, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
- 9. Members of the Human Resource Merit, Promotion and Selection Board (HRMPSB) and Division Sub-Committee shall be given Compensatory Overtime Credits for the work/services rendered during Saturdays and Holidays.
- Meals of the members of the Human Resource Merit Promotion and Selection Board 10 (HRMPSB), Division Sub-Committee and School Committee, and other incidental expenses shall be charged to the Division/School MOOE, subject to availability of funds and the usual accounting and auditing rules and regulations.

Immediate dissemination of and compliance with this Memorandum is desired. 11.

ARPEN P. MONISIT, Ed. D.



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"ENC	LOSURE A"				
	CHECKLIST OF REQ				Enclosure A
Name ( Positio	of Applicant: n Applied For:	Applicati	on Code	):	
Office of	n Applied For:  If the Position Applied For:				
Contac	t Number:				
Religio	n:				
Ethnicit	vith Disability: Yes() No()				
	arent: Yes ( ) No ( )				
		Status o	of [	\/	erification
		Submission			ed-out by the HR)
	Basic Documentary Requirement	be filled-out Applicant; C if submitte	by the heck	Status of Submission (Check if Complied)	REMARKS
a.	Letter of Intent addressed to the Head of Office or highest human resource officer				
b.	Duly Accomplished Personal Data Sheet (PDS) (CS Form 212, Revised 2017) and Work Experience Sheet, if applicable.				
c.	Photocopy of valid and updated PRC License/ID, if applicable				
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable				
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available				
f.	Photocopy of the Certificate/s of Training, if applicable				
g.	Photocopy of Certificate of Employment, Contract of Service, or				
h	duly signed Service Record, whichever is/are applicable				
h.	Photocopy of latest appointment, if applicable  Photocopy of the Performance Ratings in the last rating period(s)				
1.	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				
k.	documents submitted and Data Privacy Consent Form  Other documents as may be required for the comparative				
10.	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 the Item (i) is not relevant to the position to be filled				
Atteste					
Chair.	School Sub-Committee		Hur	man Resource Mar	agement Officer
	OMNIBUS SWORN	STATEMENT			
	IFICATION OF AUTHENTICITY AND VERACITY y certify that all information above are true and correct, and of my per	roonal knowledge	dae and	haliaf and the dee	manta submitted because
	ginal and/or certified true copies thereof.	ISOIIAI KIIOWICC	age and	belief, and the doc	aments submitted herewith
I hereb the rec	PRIVACY CONSENT  y grant the Department of Education the right to collect and process ruitment, selection, and placement of personnel of the Department armplemented by the Civil Service Commission.				
			Nam	e and Signature of	Applicant
Subscr	ibed and sworn to before me this day of, ye	ar			
				Person Admin	istering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that the 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.



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"ENCLOSURE B"

### CERTIFICATION

I, <u>(Name of Applicant)</u>, hereby certify that the documents herewith submitted electronically are faithful reproductions of the original documents in hard copy to the Division Office thru the Records Section.

Signature Applicant's Printed Name Position Date

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NO SON MADERAL PROPERTY OF THE	JOB DESCRIPTION	JD No	Revision Code:	
Department of Education				
Position Title	Attorney III	Salary Grade	21	
Parenthetical Title		Governance Level	SDO	
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Legal Unit	
Reports to	Schools Division Superintendent	Effectivity Date		
Positions Supervised				

#### **JOB SUMMARY**

To provide effective, efficient, judicious and expeditious legal service to the Division Office through:

- impartial, evidenced-based, and speedy disposition of administrative cases;
- effective and efficient delivery of in-house legal services;
- safeguarding the Department's rights and interests on School Sites; and
- constant monitoring and timely submission of reportorial requirements to appropriate authorities.

	QUALIFICATION STANDARDS	
A. CSC Prescribed Qualific	cations	
Education	Bachelor of Law	
Experience	One (1) year relevant experience	
Eligibility	RA 1080 (Bar)	
Trainings	4 hours of relevant training	
B. Preferred Qualifications		
	Excellent written and verbal communication skills	
	At least 1 year of supervisory and managerial experience	
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	
	MCLE Compliant	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
Impartial, evidence-basaed, and	Evaluation of complaint	
speedy investigation	2. Conduct the preliminary/fact-finding investigation	
	3. Prepare resolution, formal charge, decision, comment for cases on appeal	
Provide effective and efficient in- house general legal services	<ol> <li>Provide legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department to the SDS or to any personnel of the SDO</li> </ol>	
	Assist the Formal Investigating Committee during the Formal Investigation (act as amicus curiae)	
	3. Prepare , study, and review contracts/ agreements/ MOA	
	4. Evaluate requests for clearances, certifications	
	5. Lead and manage the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP)	
	6. Assist the SolGen in suits against personnel of the SDO and in suits involving school sites or represent the same in court cases when deputized by the OSG	
Safeguarding the Department's rights	1. Coordinate CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner	
and interests on school sites	agencies for the issuance of Special Patent or Certificate of Title of our schools sites	
	<ol><li>Prepare and/or review documents pertaining to school site (ex. Deed of Donation, Usufruct, Sale; Title, Tax Declaration</li></ol>	
	3. Coordinate with appropriate authorities for issues/concerns relating to school sites	
	Conduct ocular inspection on school sites to validate issues and concerns.	
Timely submission of report on	1. Submit reportorial requirements to appropriate Offices on-time (Summary Report on Child	
matters which are required by law	Protection/Anti-Bullying Policy)	

NO SOUTH NO	JOB DESCRIPTION	JD No	Revision Code: 00
Department of Education			
Position Title	Administrative Officer V	Salary Grade:	18
Parenthetical Title		Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit	Office/Bureau/Service	
Reports to	ASDS, SDS	Effectivity Date	
Positions Supervised	Administrative Officer IV (Records, Supply, Cashier, Budget, Personnel) and Administrative Aide VI (Records, Supply, Cashier, Budget, Personnel)	Page/s	
	JOB SUMMARY		

To *supervise the team* that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.

QUALIFICATION STANDARDS		
A. CSC Prescribed Qua	alifications	
Education	Bachelors degree relevant to the job	
Experience	8 hours of relevant training	
Eligibility	Career Service Professional (Second Level Eligibility)	
Trainings	8 hours of relevant training	
B. Preferred Qualificat	ions	
Education		
Experience		
Eligibility		
Trainings		

KRA	<ul> <li>DUTIES AND RESPONSIBILITIES</li> <li>Implement Administrative guidelines and issuances from CO, RO and government oversight agencies and recommend other issuances and guidelines relevant to the SDO.</li> <li>Monitor implementation of policies and guidelines issued on administrative matters</li> </ul>	
Administrative Policies and Guidelines		
Personnel Administration	<ul> <li>Reviews, recommends for approval or approves documents by Personnel Unit in matters requiring his/her action (e.g. service records, Form 6&amp;7, service records)</li> <li>Review and recommends all pertinent personnel actions for the approval of the SDS</li> <li>Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations</li> <li>Certify on the appointment papers that vacant positions have been published</li> </ul>	
Records Management	<ul> <li>Documents authenticated and verified reviewed and validated</li> <li>Certifications validated</li> <li>Annual and Administrative Reports</li> <li>Process for Conduct of Annual Inventory of Records</li> <li>Report on the Conduct of Annual Inventory of Records</li> <li>Reviews and validates documents authenticated and verified by reviewing pertinent documents submitted by Records.</li> <li>Validates and signs certifications issued by Records.</li> <li>Reviews Annual and Administrative Reports submitted by Records and follows through recommendations.</li> <li>Reviews process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations.</li> <li>Presents to the SDO management "Report on the Conduct of Annual Inventory of Records" and follows through on recommendations.</li> </ul>	
Cash Management	<ul> <li>Provide oversight on cash management functions</li> <li>Review and approve reports on cash collection, disbursement and liquidation for submission to Accountant.</li> <li>Review and approve advice of checks issued and cancelled for submission to the Bureau of the Treasury and Authorized Government Depository Bank</li> </ul>	
Supply and Procurement	Reviews the consolidated Annual Procurement Plan (APP) prepared by Supply and Procurement and validates with budget.	

KRA	DUTIES AND RESPONSIBILITIES	
	Reviews Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed.	
	<ul> <li>Reviews "Disposable Material Inventory and Inspection Report " and "Report of Waste Materials" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials.</li> </ul>	
	<ul> <li>Conducts monitoring of equipment, materials and other issuances against Invoice Receipt of Property (IRP).</li> </ul>	
Security and Custody of Properties	Develop and implement SDO office configurations and utilization plans and initiate necessary constructions for the various offices in the SDO.	
	<ul> <li>Initiate procurement of Janitorial Services for the SDO and monitor contract with service provider.</li> <li>Develop and implement a cleanliness and maintenance plan for the SDO grounds and facilities and monitor implementation.</li> </ul>	
	<ul> <li>Monitor and ensure uninterrupted provision of all necessary utilities for the SDO (electricity, water, telephone, internet service, etc.)</li> </ul>	
	<ul> <li>Develop and implement with management an SDO Facilities Improvement and Upgrading Plan to support the current and future needs of the SDO with regard buildings and facilities.</li> </ul>	
Maintencance of SDO Grounds and Facilities	Develop and implement SDO office configurations and utilization plans and initiate necessary constructions for the various offices in the SDO.	
	<ul> <li>Initiate procurement of Janitorial Services for the SDO and monitor contract with service provider.</li> <li>Develop and implement a cleanliness and maintenance plan for the SDO grounds and facilities and monitor implementation.</li> </ul>	
	<ul> <li>Monitor and ensure uninterrupted provision of all necessary utilities for the SDO (electricity, water, telephone, internet service, etc.)</li> </ul>	
	<ul> <li>Develop and implement with management an SDO Facilities Improvement and Upgrading Plan to support the current and future needs of the SDO with regard buildings and facilities.</li> </ul>	
Administrative Services Performance	Prepare and manage the budget for Administrative and submits this to be part of the Schools Division Budget.	
Tonomiano	Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets.	
	<ul> <li>Integrate and submit accomplishment report of Admin. Services inform SDO management of progress, issues, and challenges for corrective action.</li> </ul>	

KRA	DUTIES AND RESPONSIBILITIES      Conduct Performance Appraisal Feedback and     Ratings on direct reports towards continuous improvement of performance.	
	<ul> <li>Prepares and implements a Professional Development Plan for Administrative Services personnel</li> <li>Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</li> <li>Conducts regular Meetings of Administrative Services staff for regular updates and work coordination. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems</li> </ul>	

### Schools Division Office Office of the SDS Finance Services

### Statement of Purpose:

The **Accounting Services** maintains financial records and reports to provide management with information for decision making and accounting reports to oversight agencies to ensure the proper utilization of funds in accordance with accounting and auditing rules and regulations.

**Accountability:** To provide DO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division.

(Source: DepED Rationalization Plan, February, 2013)

### ADMINISTRATIVE ASSISTANT III (SG 9) a.k.a. Senior Bookkeeper

### **Qualification Standards**

Education:

Completion of two (2) years in college

Experience:

1 year relevant experience

Training: Eligibility:

4 hours of relevant training Career Service Professional (First Level Eligibility)

**Job Purpose:** To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

AREAS	MAJOR TASKS	OUTPUT
FINANCIAL RECORDS AND REPORTS	Ascertains that transaction have been properly recorded in books	<ul> <li>Accuracy in entries in books of accounts verified</li> </ul>
	Verify financial statements made by subordinate, verify the journal voucher	
	Prepares adjusting entries and journal vouchers	
	<ul> <li>Prepares trial balances, monthly statements of income and expenditure and other financial statements;</li> </ul>	
ACCOUNT TRACKING	<ul> <li>Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports</li> </ul>	<ul> <li>Schedules to support statement</li> </ul>
	<ul> <li>Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.</li> </ul>	Reconciliation of books

FINANCIAL TRANSACTIONS RECORDING PROCEDURES	<ul> <li>Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.</li> </ul>	Guidelines, memos issuances financial/bookkeeping	and on
	Provides inputs for improvement of accounting section		
	Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.		

	The same of the sa	-	
B	JOB DESCRIPTION	JD No	Revision Code:
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title		Governance Level	Schools Division Office (SDO)/Implementing Unit Secondary School
Unit	Accounting/Budget/Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date	
Positions Supervised	N/A	Page/s	
	JOB SUN	IMARY	
This position shall provide	assistance on the finance-related functions	in schools and to facilitate eff	iciency in SDO and school operations
	eting, cash management, and payroll services,		· '
	QUALIFICATION	STANDARDS	
A. CSC Prescribed C	tualifications		
Educatio	n Completion of two years in college		
Experienc	e i 1 year relevant experience		
Eligibilit	y Career Service Sub-Professional (First Leve	el Eligibility)	
Training	s 4 hours of relevant training		
B. Preferred Qualifica	tions		
Education	Bachelor's degree in Business Administration		
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			
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 superiors, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
Accounting Services	<ul> <li>For DepEd Implementing Units:</li> <li>Prepare/maintain registries of allotment and obligations</li> <li>Prepare financial and accountability reports and maintains subsidiary ledgers</li> <li>Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school</li> <li>Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS.</li> </ul>	
	<ul> <li>For Non-Implementing Units:</li> <li>Maintain school's subsidiary ledgers related to cash advances</li> <li>Assist the school head in the preparation of liquidation of cash advances</li> <li>Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.</li> </ul>	
Salary Administration and Payroll Processing	<ul> <li>Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.</li> <li>Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits.</li> <li>Compute necessary deduction for inclusion in the monthly payroll.</li> <li>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)</li> <li>Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.</li> <li>Handle the administration of the Biometric system</li> <li>Keep abreast with company policies and tax legislations that impact on remuneration</li> <li>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.</li> </ul>	

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
	<ul> <li>Closely coordinate with other DepEd 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 DepEd Provident Fund.</li> </ul>	
Payroli-related Services	As designated GSIS Authorized Agency Officer:	
	Certify the loan applications of members in their agencies as to the following:	
	That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for;	
	☐ 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;	
•	<ul> <li>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;</li> </ul>	
	Transmit electronically to GSIS, all membership updating request forms;	
	Coordinate with Electronic Remittance File (ERF) officers on the following:	
	<ul> <li>         ☐ Timely deduction of the monthly amortization due on the loans certified or approved;</li> <li>         ☐ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and</li> <li>         ☐ Timely deduction of the monthly amortization due on the loans certified or approved;</li> <li>         ☐ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and</li> </ul>	
	Resolution of the Reconcillation Billing Issues (RBIs) forwarded by GSIS;	
!	Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance.	
	<ul> <li>Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly;</li> </ul>	
	<ul> <li>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</li> </ul>	
	<ul> <li>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</li> </ul>	
Payroll-related Services	As designated Electronic File Remittance (ERF) Handler	
	<ul> <li>Receive, on behalf of their agency, the following documents from GSIS:</li> <li>□ Billing file for the due month;</li> </ul>	

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	Monthly reconcillation billing issues (RBIs); and
	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:
	☐ 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.
	<ul> <li>Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete.</li> </ul>
	<ul> <li>Accomplish the proper membership updating form for employees in their agencies;</li> </ul>
	<ul> <li>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;</li> </ul>
	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.
Payroll-related Services	As designated DepEd Verifier:
•	Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility:
	DepEd 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 DepEd personnel's GSIS loan applications;
	☐ Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans: and
	Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers,
	for DepEd 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 DepEd Verifier under
	the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018;
	<ul> <li>Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification,</li> </ul>

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KEY RESULT AREA/S		DI	JTIES AND RESPO	NSIBILITIES
	Complete, a 2018 (both / Authentic, b Record Information GSIS Finance Pag-IBIG to Division Offi Submit to the Reg (e.g. released, ca Prepare other rep Division Office, Re	Annexes attached for ased on the information on applications for cial Assistance Loan ans to be relayed to ces and implementingional Payroll Service incelled, etc.).  ports in relation to the agional Office, Centresiand Information to the agional Office, Centresiand on the service and Information to the global Office, Centresiand of the Information Inf	d Annex B of Enclor your reference); altion in the official particular income and of Percent the Head of Percent Units the monthly these duties and resal Office, and concrate of the loans by	yroll. lowing: I Personnel (GFAL) to be relayed by the AAO; and reconnel Division/Unit in the Central/Region/Schools chools. I report of financial obligations verified, with status sponsibilities for submission to the DepEd Schools.
	Г   1	Term of Loan	Maximum Contractual Interest Rate	
		1 year	7.50%	7
		2 years	9.00%	
		3 years	9.66%	7
	<ul> <li>the nature of his/h</li> <li>Submit to the Reg (e.g. released, can</li> <li>Report directly to Force, in addition t</li> <li>Closely coordinate Administrative and AAOs, APDS Task</li> </ul>	er duties and respor pional Payroll Servic ncelled, etc.). the DepEd official to to his/her immediate with other DepEd	nsibilities as Verifier es Units the month that designated hin supervisor prior to offices/personnel would Unit, and, in partico official use.	ly report of financial obligations verified, with status in/her as Verifier and to the concerned APDS Task this designation. The involved in APDS transactions, such as the cular, the Regional Payroll Services Unit, and the

KEY RESULT AREA'S	DUTIES AND RESPONSIBILITIES
Budgeting Services	Budgeting System
	Assist in the conduct of orientations and workshops on the budgeting system
	<ul> <li>Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ul>
	Budget Preparation
	<ul> <li>Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> </ul>
	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)
	<ul> <li>Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ul>
	Budget Execution
	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
	Budget Accountability and Reports
	Gather data needed in the preparation of budget accountability reports

Department of Education	JOB DESCRIPTION	JD No	Revision Code:
Position Title	Administrative Assistant II	Salary Grade	8
Parenthetical Title	Accounting Clerk	Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Accounting Unit - Finance Division
Reports to	Accountant III	Effectivity Date	
Positions Supervised			
<b>拉克斯斯克斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯</b>	JOB SUMMARY		
To support accounting op	erations by filing documents; reconciling statemen		ms.
	QUALIFICATION ST	ANDARDS	
A. CSC Prescribed Qua			
Educat	, , , , , , , , , , , , , , , , , , , ,		
Experier	nce 1 year relevant experience		
Eligib	ility Career Service Professional (First Level Eligi	bility)	
Trainir	ngs 4 hours of relevant training		
B. Preferred Qualificati	ons		
Educat	ion		
Experier	nce		
Eligib			
Trainir			

KRA	DUTIES AND RESPONSIBILITIES
Accounting Records	<ol> <li>Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.</li> <li>Maintains accounting databases by entering data into the computer and processing backups.</li> <li>Reconciles bank statements by comparing statements with general ledger.</li> </ol>
Accounting Reports	<ol> <li>Verifies financial reports by running performance analysis software program.</li> <li>Determines value of depreciable assets by running depreciation software program.</li> </ol>

	JOB DESCRIPTION	JD No	Revision Code:
Department of Education			
Position Title	Administrative Assistant II	Salary Grade	8
Parenthetical Title		Governance Level	Schools Division Office/IU Secondary School
Unit	Accounting/Budget/Implementing Unit (IU) Secondary School	Division	OSDS
Reports to	Senior Bookkeeeper/Accountant/School Head	Effectivity Date	
Positions Supervised	N/A	Page/s	
	JOB SUMMAR	<u>Y</u>	
This position shall assist the	ne Senior Bookkeeper and/or School Head in the pe	rformance of their functi	ons, such as but not limited to
undertaking the necessary	accounting, budgeting, cash management and pay	roll services and other fi	nance-related, to ensure efficient office
operations.			
	QUALIFICATION STAI	NDARDS	
A. CSC Prescribed Q			7 - 18 18
Education	Completion of two years in college	**************************************	
Experience	e 1 year relevant experience	net mel megene. Mele recher en e <sub>i</sub> spille elle brig princip en <u>mensche des dem meter des en e</u> n elle	
Eligibility	Career Service Sub-Professional (First Level Eli	gibility)	
Trainings	4 hours of relevant training	<u> </u>	
B. Preferred Qualifica			
Education	Bachelor's degree in Business Administration, N	faior in Accounting; or	
	Completion of at least 2 year studies in Bachelo		cy or Commerce; or
	Completion of 2 years studies in college with at		
Experience			
Eligibility			
Trainings			of computers and spreadsheet software
	(e.g. Microsoft Excel)		

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	Assist the Senior Bookkeeper/School Head in the performance of the following:
	<ul> <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 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 Division Accountant.</li> </ul>
Budgeting Services	Budgeting System
	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.
	Budget Preparation
	<ul> <li>Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> </ul>
	Provide clerical support in the preparation of budget proposals
	Act as Liaison Officer to DBM, NEDA and other oversight bodies
	<ul> <li>Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> </ul>
	<ul> <li>Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ul>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	Budget Execution
	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
	Budget Accountability and Reports
	Gather data needed in the preparation of budget accountability reports

### Schools Division Office Medium Integrated Senior High School Operations and Learner Support Group

### Statement of Purpose:

To create and provide programs and services of the school that target the holistic development of the learners, and serve as a complement to the curricular offerings of the school.

Responsible for the efficient and effective delivery of administrative and learner support services to the school. (Source: D.O. 19, s. 2016)

### ADMINISTRATIVE ASSISTANT II (SG 8) SENIOR HIGH SOME

#### **Qualification Standards**

Education: Completion of two (2) years studies in college

Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training

Eligibility: Career Service Sub-Professional (First Level Eligibility)

Reports to: Assistant Principal for Operations and Learner Support and/or Principal/School Head

### **MAJOR TASKS**

- Provides administrative and clerical support to his/her supervisor
- May be designated to assist either the Principal/School Head or any of the Assistant Principal
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary (Source: D.O. 19, s. 2016)
- Proofreads and validate encoded data
- Receives, sorts, files and releases communication and other documents
- Takes charge of the reproduction of materials
- Maintains records, reports and other pertinent documents
- Serves as the communication hub by communicating information among office and teaching personnel, collecting and organizing information requested by the School Head / Asst. School Principal
- Provide accounting support through giving assistance in the MOOE Liquidation
- Type accurately, prepare and maintain accounting documents and records
- Obtains equipment and supplies needed by the school and maintain inventory of office supplies and equipment
- Performs other functions or duties as required or assigned

NO FOLIA NO	JOB DESCRIPTION	JD No	Revision Code: 00
Department of Education			
Position Title	Administrative Aide VI	Salary Grade:	6
Parenthetical Title	Storekeeper II	Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- (Property Unit)	Office/Bureau/Service	
Reports to	Administrative Officer IV (Supply Officer II)	Effectivity Date	
Positions Supervised		Page/s	
	JOB SUMMARY		
equipment and in maintair	support to the Supply Officer in the conduct of the inv ning proper storage, delivery, and issuance of such, to ment and staff of the SDO		
	QUALIFICATION ST	ANDARDS	
A. CSC Prescribed C			
	Completion of 2 years studies in college or high s	chool graduate with relevant year	ational/trade course

	QUALIFICATION STANDARDS
A. CSC Prescribed Qua	alifications
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	No required experience
Eligibility	Career Service Professional (First Level Eligibility)
Trainings	No required training
B. Preferred Qualificat	ions
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
Experience	
Eligibility	
Trainings	

KRA	DUTIES AND RESPONSIBILITIES
SUPPLIES AND MATERIALS	<ul> <li>Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.</li> <li>Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources.</li> <li>Prepare supplies and materials for issuance by the Supply Officer to requesting units.</li> <li>Consolidate records on received and issued supplies and materials and prepare report on monthly balances</li> </ul>
PROPERTIES AND EQUIPMENT	<ul> <li>Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts.</li> <li>Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization.</li> <li>Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference.</li> <li>Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal.</li> <li>Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.</li> </ul>
DOCUMENTS AND RECORDS	<ul> <li>Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference</li> <li>Recommends turning over to the Records Officer, critical documents for archiving and safekeeping</li> </ul>

Department of Education	POSITION AND COMPETENCY PROFILE	PCP No	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade:	6
Parenthetical Title	Cashiering Services	Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- (Cash Unit)	Office/Bureau/Service	
Reports to	Administrative Officer IV (Disbursing Officer)	Effectivity Date	
Positions Supervised	None	Page/s	
	JOB SUMMARY		
To provide assistance to the reports.	AO IV for Cash, in cash collection and disbursement, a		mission of cash related
reports.	QUALIFICATION STANE		mission of cash related
A. CSC Prescribed Qu	QUALIFICATION STAND	DARDS	
A. CSC Prescribed Qu Education	QUALIFICATION STANE alifications Completion of 2 years studies in college or high school	DARDS	
A. CSC Prescribed Qu Education Experience	QUALIFICATION STAND  alifications  Completion of 2 years studies in college or high school  No required experience	DARDS	
A. CSC Prescribed Qu Education Experience Eligibility	QUALIFICATION STAND  alifications  Completion of 2 years studies in college or high school  No required experience  Career Service Professional (First Level Eligibility)	DARDS	
A. CSC Prescribed Qu Education Experience Eligibility Trainings	QUALIFICATION STAND  alifications  Completion of 2 years studies in college or high school  No required experience  Career Service Professional (First Level Eligibility)  No required training	DARDS	
A. CSC Prescribed Qu Education Experience Eligibility Trainings B. Preferred Qualificat	QUALIFICATION STAND  alifications  Completion of 2 years studies in college or high school No required experience Career Service Professional (First Level Eligibility) No required training  ions	OARDS  Il graduate with relevant vocation	onal/trade course
A. CSC Prescribed Qu Education Experience Eligibility Trainings B. Preferred Qualificat Education	QUALIFICATION STAND  alifications  Completion of 2 years studies in college or high school No required experience Career Service Professional (First Level Eligibility) No required training  ions  Basic knowledge in computer operation such as Micro	OARDS  Il graduate with relevant vocation	onal/trade course
A. CSC Prescribed Qu Education Experience Eligibility Trainings B. Preferred Qualificat	QUALIFICATION STAND  alifications  Completion of 2 years studies in college or high school No required experience Career Service Professional (First Level Eligibility) No required training  ions  Basic knowledge in computer operation such as Micro	OARDS  Il graduate with relevant vocation	onal/trade course

KRA	DUTIES AND RESPONSIBILITIES				
CASH COLLECTION	<ul> <li>Receives cash and checks paid to the schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose.</li> </ul>				
	Maintains cash books and balances and reconciles cash counts for daily reporting of cash on hand.				
	<ul> <li>Records and reports discrepancies and adjustments in collections to provide an explanation for variances.</li> </ul>				
	Remits to the AO IV (Cash) daily cash collections together with the daily collection reports , cash receipt vouchers and other documents for entry into the ledger and account books				
CASH DISBURSEMENT	Assists the Administrative Officer IV in checks preparation, encoding and filing of vouchers for				
PAYMENT AND REMITTANCE	submission to accounting unit				
	Assists in the issuance of checks and acceptance of official receipts for payments made				
	Records all transactions/checks issued on the logbook				
	Assists in the preparation of Advice of Checks Issued and Cancelled.(ACIC)/				
	Assists the AO IV (cash) reconcile records of disbursements with cash books				
	Assists the AO IV (Cash) in withdrawing cash for salaries and wages.				
LIQUIDATION AND REPORTING	Assists in the timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports.				

Department of Education	JOB DESCRIPTION	JD No	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade:	6
Parenthetical Title	Data Entry Machine Operator	Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit	Office/Bureau/Service	CONTROL DIVISION
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised	None	Page/s	
	JOB SUMMA		
To provide clarical and se			
To provide clerical and se	ecretariat support to AOV and administrative service	es function.	
To provide clerical and se	ecretariat support to AOV and administrative service	es function.	
•	ecretariat support to AOV and administrative service  QUALIFICATION S  Qualifications	es function. STANDARDS	ational/trade course
A. CSC Prescribed	QUALIFICATION :  Qualifications  On Completion of 2 years studies in college or high	es function. STANDARDS	ational/trade course
A. CSC Prescribed  Education  Experien	QUALIFICATION :  Qualifications  Output  Outpu	es function.  STANDARDS  ph school graduate with relevant voca	ational/trade course
A. CSC Prescribed Educati Experien Eligibil	QUALIFICATION :  Qualifications  On Completion of 2 years studies in college or high cells in c	es function.  STANDARDS  ph school graduate with relevant voca	ational/trade course
A. CSC Prescribed  Education  Experien  Eligibil  Training	QUALIFICATION :  Qualifications  On Completion of 2 years studies in college or high celement in the college of	es function.  STANDARDS  ph school graduate with relevant voca	ational/trade course
A. CSC Prescribed  Educati  Experien  Eligibil  Trainin  B. Preferred Qualifi	QUALIFICATION :  Qualifications On Completion of 2 years studies in college or high celement of the college of	es function.  STANDARDS  gh school graduate with relevant voca	
A. CSC Prescribed  Education  Experien  Eligibil  Training  B. Preferred Qualification	QUALIFICATION:  Qualifications  On Completion of 2 years studies in college or high celements in celeme	es function.  STANDARDS  gh school graduate with relevant voca	
A. CSC Prescribed  Educati  Experien  Eligibil  Trainin  B. Preferred Qualifi	QUALIFICATION:  Qualifications  On Completion of 2 years studies in college or higoelege No required experience ity Career Service Professional (First Level Eligibles No required training cations  On Basic knowledge in computer operation such a cee.	es function.  STANDARDS  gh school graduate with relevant voca	

KRA	DUTIES AND RESPONSIBILITIES
Schedules Administrative Service Activities	Schedules/calendars meetings/appointments/training/workshops
Records and Files	Documents/communications received, routed , tracked     Filing system created, and maintained
	Documents filed, retrieved, archived to Records Office or disposed as needed
	<ul> <li>Comprehensive and complete minutes of meetings/agenda attended</li> <li>Daily attendance of Administrative Service Staff (to establish staff location)</li> </ul>
Administrative Support	Encoded documents
	<ul> <li>Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> </ul>
	Supporting documents, petty cash, documents/forms
Seceretariat and Frontline	Travel bookings made
	Appointment, venue, meals arranged
	Received/routed calls
	Visitors responded to
	Follow through on inquiries



#### **QUALIFICATION STANDARDS**

Teaching Positions for Senior High School,

Department of Education

Number: \_\_1600358

Promulgated: 05 APR 2016

#### RESOLUTION

Secretary Armin A. Luistro, Department of Education (DepEd) submitted to the Commission for approval the proposed Qualification Standards (QS) for the teaching positions for Senior High School (SHS) in the DepEd.

The Commission, through the Human Resource Policies and Standards Office, discussed with DepEd Assistant Secretary Jesus L.R. Mateo the comments on the submitted proposed QS for teaching positions for SHS which form as an attachment to the Hiring Guidelines for Senior High School Teaching Positions. Thus, on November 11, 2015, the DepEd submitted to the CSC-National Capital Region the said guidelines with the following proposed QS for SHS teaching positions:

Position Title	SG	Education	Experience	Training	Eligibility
ACADEMIC TRAC	K		1		
Teacher I (Senior High School)	11	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Applicants for a permanent appointment: RA 1080 (Teacher); if
Teacher II (Senior High School)	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	not RA 1080 eligible <sup>1</sup> , they must pass the LET within five (5) years after
Teacher III (Senior High School)	13	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Mester's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	the date of firs hiring  Applicants for a contractual
Master Teacher I (Senior High School)	18	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area of specialization	position: None required
Master Teacher II (Senior High School)	19	Master's degree in relevant strand/subject	5 years of relevant teaching/industry work experience	12 hours of training relevant to the subject area of specialization	Practitioners     (part-time only): None
Master Teacher III (Senior High School)	20	Master's degree in relevant strand/core or specialized subject plus 12 units towards a Doctorate in relevant strand/subject	5 years of relevant teaching/industry work experience	16 hours of training relevant to the subject area of specialization	required
Master Teacher IV (Senior High School)	21	Master's degree in relevant strand/core or specialized subject plus 18 units towards a Doctorate in relevant strand/specialized subject	6 years relevant experience	20 hours of training relevant to the subject area of specialization	

<sup>&</sup>lt;sup>1</sup> They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

Position Title	SG	Education	Experience	Training	Eligibility
ARTS & DESIGN T			<u> </u>		
Teacher I (Senior High School)	11	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required	<ul> <li>Applicants for a permanent appointment RA 1080 (Teacher); if</li> </ul>
Teacher II (Senior High School)	12	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	not RA 1080 eligible <sup>1</sup> , they must pass the LET within five (5) years
Teacher III (Senior High School)	13	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 18 units of specialization in the relevant subject	2 years relevant teaching/ industry work experience	4 hours of training relevant to the courses in the Track	after the data of first hiring  • Applicants for a contractual
Master Teacher I (Senior High School)	18	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 18 units for a Master's degree in fields under the Strand	3 years relevant teaching/ industry work experience	8 hours of training relevant to the courses in the Track	position: None required  Practitioners (part-time only): None
Master Teacher II (Senior High School)	19	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 24 units for a Master's degree in fields under the Strand	4 years relevant teaching/ industry work experience	8 hours of training relevant to the courses in the Track	required
Master Teacher III (Senior High School)	20	Completion of academic requirements for a Master's degree in fields under the Track	5 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Track	
Master Teacher IV (Senior High School)	21	Completion of academic requirements for a Master's degree in fields under the Strand	6 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Track	
SPORTS TRACK			*		
Teacher I (Senior High School)	11	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	None required	None required	<ul> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if</li> </ul>
Teacher II (Senior High School)	12	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/ industry work experience	4 hours of training relevant to the courses in the Strand	not RA 1080 eligible <sup>1</sup> , they must pass the LET within five (5) years
Teacher III (Senior High School)	13	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in fields under the Track	2 years relevant teaching/ industry work experience	4 hours of training relevant to the courses in the Strand	after the date of first hiring     Applicants for a contractual
Master Teacher I (Senior High School)	18	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 18 units for a Master's degree in fields under the Track	3 years relevant teaching/ industry work experience	8 hours of training relevant to the courses in the Strand	position: None required Practitioners (part-time only): None
Master Teacher II (Senior High School)	19	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 24	4 years relevant teaching/ industry work experience	8 hours of training relevant to the courses in the Strand	required

They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).



Position Title	SG	Education	Experience	Training	Eligibility
		units for a Master's degree in fields under the Track			
Master Teacher	20	Completion of academic	5 years relevant	16 hours of training	
III (Senior High		requirements for a Master's degree	teaching/industry	relevant to the courses	
School)		in fields under the Track	work experience	in the Strand	
Master Teacher	21	Completion of academic	6 years relevant	16 hours of training	
IV (Senior High		requirements for a Master's degree	teaching/industry	relevant to the courses	
School)		in fields under the Track	work experience	in the Strand	
TECHNICAL VOCA	ATION	AL LIVELIHOOD (TVL) TRACK			
Teacher I (Senior	11	Bachelor's degree holder; or	None required	At least NC* II	<ul> <li>Applicants for</li> </ul>
High School)		graduate of technical-vocational		* Appropriate to the	a permanent
		course(s) in the area of		specialization	appointment:
		specialization			RA 1080
Teacher II (Senior	12	Bachelor's degree holder; or a	None required	At least NC* II +	(Teacher); if
High School)		graduate of technical-vocational		TMC**!	not RA 1080
		course(s) in the area of		* Appropriate to the	eligible <sup>1</sup> , they
		specialization		specialization	must pass the
Teacher III	13	Bachelor's degree holder; or a	1 year relevant	At least NC* III +	LET within
(Senior High		graduate of technical-vocational	teaching/industry	TMC"	five (5) years
School)		course(s) in the area of	work experience	* Appropriate to the	after the date
		specialization		specialization	of first hiring
Master Teacher I	18	Bachelor's degree holder; or a	2 years refevant	At least NC* IV +	
(Senior High		graduate of technical-vocational	teaching/industry	TMC**1	<ul> <li>Applicants for</li> </ul>
School)	1	course(s) in the area of	work experience	* Appropriate to the	a contractual
	<u> </u>	specialization		specialization	position:
Master Teacher II	19	Bachelor's degree holder; or a	3 years relevant	At least NC* III +	None required
(Senior High		graduate of technical-vocational	teaching/industry	TMC** II	
School)		course(s) in the area of	work experience	* Appropriate to the	<ul> <li>Practitioners</li> </ul>
	1	specialization	<u> </u>	specialization	(part-time
Master Teacher	20	Bachelor's degree holder; or a	4 years relevant	At least NC* IV +	only): None
III (Senior High		graduate of technical-vocational	teaching/industry	TMC** II	required
School)		course(s) in the area of	work experience	*Appropriate to the	
	+	specialization	<del></del>	specialization	4
Master Teacher	21	Bachelor's degree holder; or a	5 years relevant	At least NC* IV +	
IV (Senior High		graduate of technical-vocational	teaching/industry	TMC" II	
School)		course(s) in the area of	work experience	* Appropriate to the	
	. 1	specialization	1	specialization	L

<sup>\*</sup> NC - National Certificate

Under the 1997 Revised Qualification Standards Manual, the Teacher II to III and Master Teacher I to IV positions in the Secondary Grades have the following QS:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher II (Secondary Grades)	11	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least eighteen (18) units in professional education 2	None Required	None Required	RA 1080 (Teacher)
Teacher III (Secondary Grades)  12 Bachelor's degree in education or its equivalent with a major and minor, or Bechelor's degree in Arts and Sciences with at least eighteen (18) units in professional education 2		None Required	None Required	RA 1080 (Teacher)	
Master Teacher I (Secondary Grades)	16	Bachelor's degree in education or its equivalent, or Bachelor's degree in Arts and Sciences with at least eighteen (18) units in professional education <sup>2</sup>	1 year of relevant experience	4 hours of relevant training	RA 1080

<sup>&</sup>lt;sup>1</sup> They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

<sup>1</sup> amended pursuant to Section 1 of RA 9293

<sup>\*\*</sup> TMC - Trainer's Methodology Certificate

Position Title	SG	Education	Experience	Training	Eligibility
Master Teacher II (Secondary Grades)	17	Bachelor's degree in education or its equivalent, or Bachelor's degree in Arts and Sciences with at least eighteen (18) units in professional education 2	1 year of relevant experience	4 hours of relevant training	RA 1080
Master Teacher III (Secondary Grades)	flaster Teacher III 18 Bachelor's degree in education		2 years of relevant experience	8 hours of relevant training	RA 1080
Master Teacher IV (Secondary Grades)	19	Bachelor's degree in education or its equivalent, or Bachelor's degree in Arts and Sciences with at least eighteen (18) units in professional education <sup>2</sup>	2 years of relevant experience	8 hours of relevant training	RA 1080

Section 8 of Republic Act (RA) No. 10533, also known as the "Enhanced Basic Education Act of 2013" provides, as follows:

"Section. 8. Hiring of Graduates of Science, Mathematics, Statistics, Engineering and Other Specialists in Subjects With a Shortage of Qualified Applicants, Technical-Vocational Courses and Higher Education Institution Faculty. — Notwithstanding the provisions of Sections 26, 27 and 28 of Republic Act No. 7836, otherwise known as the "Philippine Teachers Professionalization Act of 1994", the DepEd and private education institutions shall hire, as may be relevant to the particular subject:

- "(a) Graduates of science, mathematics, statistics, engineering, music and other degree courses with shortages in qualified Licensure Examination for Teachers (LET) applicants to teach in their specialized subjects in the elementary and secondary education. Qualified LET applicants shall also include graduates admitted by foundations duly recognized for their expertise in the education sector and who satisfactorily complete the requirements set by these organizations: Provided, That they pass the LET within five (5) years after their date of hiring: Provided, further, That if such graduates are willing to teach on part-time basis, the provisions of LET shall no longer be required;
- "(b) Graduates of technical-vocational courses to teach in their specialized subjects in the secondary education: Provided, That these graduates possess the necessary certification issued by the TESDA: Provided, further, That they undergo appropriate in-service training to be administered by the DepEd or higher education institutions (HEIs) at the expense of the DepEd;
- "(c) Faculty of HEIs be allowed to teach in their general education or subject specialties in the secondary education: Provided, That the faculty must be a holder of a relevant Bachelor's degree, and must have satisfactorily served as a full-time HEI faculty;
- "(d) The DepEd and private education institutions may hire practitioners, with expertise in the specialized learning areas offered by the Basic Education Curriculum, to teach in the secondary level; Provided, That they teach on part-time basis only. For this purpose, the DepEd, in coordination with the appropriate government agencies, shall determine the necessary qualification standards in hiring these experts." (underscoring supplied)

Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

(2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office." (underscoring supplied)

Paragraph 3, Item No. 2, Part I – General Policies of CSC Resolution No. 030962 dated September 12, 2003 provides that "Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

An evaluation of the above proposed QS by the DepEd for the teaching positions in the SHS shows that they are generally higher than the set QS in the 1997 Revised QS Manual. Nevertheless, the amended QS as proposed by the DepEd for the teaching positions in Senior High School are compliant with RA No. 10533 and with existing policies on QS for positions in government.

The Hiring Guidelines for SHS Teaching Positions issued by the DepEd shall include the specific provisions of RA No. 10533 and its Implementing Rules and Regulations on the selection and placement for SHS teaching positions.

WHEREFORE, the Commission RESOLVES to APPROVE the abovementioned qualification standards for the teaching positions for Senior High School as proposed by the Department of Education.

The Commission FURTHER RESOLVES that the amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other personnel actions for the subject positions in the Department of Education.

Copies of this resolution shall be disseminated to all Civil Service Commission Regional and Field Offices.

Quezon City.

CHARLEST CONTRACT STREET, AND ASSESSED ASSESSED.

ALICIA dela ROSA-BALA Chairperson

ROBERT S. MARITINEZ

Commissioner

NIEVES L. OSORIO

Commissioner

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DOLORES B. BONFACIO

Attested By:

**Director IV** 

Commission Secretariat and Liaison Office



### **QUALIFICATION STANDARDS**

Re: Amended QS of Senior High School Teaching Positions, Technical-Vocational Livelihood (TVL) Track, Department of Education Number: \_\_1701192

Promulgated: 07 AUG 2017

#### RESOLUTION

Jesus L. R. Mateo, Undersecretary, Department of Education, in his letter dated April 21, 2017 submitted to the Commission for approval the following proposed amended experience and training requirements for the Senior High School (SHS) teaching positions in the Technical-Vocational Livelihood (TVL) Track:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	
Teacher II - (Senior High School)	12	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II +TMC I *Appropriate to the specialization	Regular applicants for permanent position: RA
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC II +TMC I *Appropriate to the specialization	1080 (Teacher); if not, they must pass the LET within five (5)
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	Regular applicants for
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	position: None required
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	Practitioners (part-time only): None required
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	2 years of teaching experience and 2 years of relevant industry work experience	At least NC II +TMC I *Appropriate to the specialization	roquileu

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SEYMOUR R. PAJARES
Chief Personnel Specialist

Commission Secretariat & Liaison Office

Bawat Kawani, Lingkod Bayani

The existing qualification standards for the SHS teaching positions in the TVL Track provided under CSC Resolution No. 1600358 promulgated on April 05, 2016, (QS Re: teaching positions for Senior High School, Department of Education), are as follows:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC* II *Appropriate to the specialization	
Teacher II (Senior High School)	12	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC* II +TMC** I *Appropriate to the specialization	Applicants for a permanent appointment: RA
Teacher III (Senior High School)	13	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	1 year relevant teaching/industry work experience	At least NC* III +TMC** I *Appropriate to the specialization	1080 (Teacher); if not RA 1080 eligible <sup>1</sup> , they must pass the LET within (5)
Master Teacher I (Senior High School)	18	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	2 years relevant teaching/industry work experience	At least NC* IV +TMC** I *Appropriate to the specialization	years after the date of first hiring  • Applicants for a
Master Teacher II (Senior High School)	19	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	3 years relevant teaching/industry work experience	At least NC* III +TMC** II *Appropriate to the specialization	contractual position: None Required
Master Teacher III (Senior High School)	20	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	4 years relevant teaching/industry work experience	At least NC* IV +TMC** II *Appropriate to the specialization	Practitioners     (part-time only):     None required
Master Teacher IV (Senior High School)	21	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	5 years relevant teaching/industry work experience	At least NC* II +TMC** II *Appropriate to the specialization	

\*NC - National Certificate

\*\* TMC - Trainer's Methodology Certificate

As represented by Undersecretary Mateo, in his letter dated April 21, 2017, the above-cited existing QS particularly the training requirement for the TVL track rendered appointments to same positions impossible as "some specializations offered by TESDA are only up to NC II and/or TMC I."

Undersecretary Mateo further represented that the NCII and TMC I requirements were discussed at length with the Technical Education and Skills Development Authority (TESDA) National Institute for Technical Education and Skills Development and Qualification and Standards Office. As a result, the training requirements were lowered to ensure that appointments are possible for all subject positions under the TVL tracks with corresponding increase in experience requirements for the overall QS of SHS TVL teachers to still be comparable to those of the other tracks.

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Chief Personnel Specialist
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<sup>&</sup>lt;sup>1</sup> They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

In the same letter, Undersecretary Mateo requests that once the proposed amended QS for SHS TVL teaching positions are approved, they will be applied retroactively to all pending appointments submitted to the Commission since the previous school year.

In an earlier letter dated February 1, 2017 addressed to Chairperson Alicia Dela-Rosa Bala, Undersecretary Mateo sought reconsideration of the invalidated appointments of teachers from the Schools Division Office (SDO) of Catanduanes and SDO Meycauayan, to wit:

"The appointment of 11 teachers from SDO of Catanduanes for the position of Teacher III were invalidated on the basis of not meeting the training requirement which, xxx is at least NC III and TMC I (appropriate to the specialization). However, upon further review by the Central Office and as raised by various field offices and applicants, some specializations offered by TESDA are only up to NC II and/or TMC I. Thus, meeting the QS, specifically the training requirements, would be impossible for these specializations." (underscoring supplied for emphasis)

Undersecretary Mateo further represented that the current number of regular teaching complement cannot address the demands for teachers particularly for the K-12 Senior High School Curriculum. Further, the DepEd is still faced with at least 30,000 vacant teaching positions for filling up.

Relevant to the request of DepEd is the Philippine Qualifications Framework which provides that the completion of technical-vocational courses shall merit the conferment of National Certificate II only. Inasmuch as the completion of technical-vocational course(s) shall be considered as appropriate education for SHS positions, thus, requiring at least NC II as training requirement shall ensure alignment of the QS.

On the Trainer Methodology Certification (TMC) requirement, the Commission validated Deped's representation through a review of the TESDA's Training Regulations Manual. The review revealed that Trainers Methodology Certificate Level I (TMC I) consists of competencies that a Technical and Vocational Education and Training (TVET) trainer and assessor must achieve. Hence, a holder of TMC I is considered to be a qualified and competent TVET Trainer/Technical Trainer, Training Facilitator/Coordinator and Competency Assessor.

On the other hand, Trainers Methodology Certificate Level II (TMC II) consists of competencies a TVET trainer or technical trainer must achieve in performing functions as training designer/developer. Therefore, a holder of TMC II is considered to be a qualified and competent Curriculum designer, Instructional designer and Training designer/developer.

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

Considering the nature of the work of SHS teaching positions vis-à-vis the description of TMC I and TMC II, it clearly shows that TMC I is the appropriate training requirement for the SHS teaching positions in the TVL track.

With regard to DepEd's request for the retroactive application of the amended QS once approved, it is emphasized that the present policy of the Commission provides that the reckoning period in determining the qualifications of an appointee shall be on the date of the issuance of the appointment. However, the Commission recognizes the fact that there was inadvertence in the formulation of the QS which the DepEd now seeks to rectify along with the exigency of recruiting and assessing teachers for the SHS TVL Track.

Based on the foregoing, the Commission finds merit to the DepEd's commitment and willingness to resolve its oversight in the qualification standards by working closely with the TESDA to propose the amendment in the qualification standards for the experience and training requirements. Hence, based on the facts gathered as evidenced by the disapproved/invalidated appointments, the application of the amended QS to the issued appointment may be considered and given a curative effect due to the urgency of the requirement and its impact to appointment to SHS teaching positions in the DepEd.

Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

"(2) The <u>establishment</u>, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office."

(Underscoring supplied)

Paragraph 3, Policy No. 2, Part I (General Policies) of CSC Resolution No. 030962 (Revised Policies on Qualification Standards), dated 12 September 2003 states that:

"Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

An evaluation of the proposed amended qualification standards for the experience and training requirements reveals that the amended experience and training qualification standards are necessary and appropriate in the performance of the duties and responsibilities of the subject positions.

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SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

WHEREFORE, the Commission RESOLVES to APPROVE the following amended qualification standards for the subject positions in the SHS teaching positions in the TVL Track of the DepEd:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	Applicants for a
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible <sup>2</sup> , they must
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	pass the LET within (5) years after the date of first hiring
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	Applicants for a contractual position: None Required
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	Practitioners (part- time only): None required
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	

\*NC - National Certificate

\*\* TMC - Trainer's Methodology Certificate

The Commission **FURTHER RESOLVES** to apply the approved QS to appointments issued for the subject positions during SY 2016-2017 which have been pending with the Commission. The DepEd is not precluded from filing a Motion for Reconsideration or Appeal to the respective CSCRO or to the Commission proper on the disapproved/invalidated appointments to subject positions prior to the approval of this amended QS.

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

<sup>&</sup>lt;sup>2</sup> They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

The Commission RESOLVES FURTHERMORE, that the approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions in the Department of Education.

Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

Quezon City.

Chairperson

Commissioner

LEOPOLDO ROBERTO W. VALDEROSA, JR.

Commissioner

Attested By:

Commission Secretariat and Liaison Office

HRPSO/APE/JLT/DOLM/mys Amendment TVL\_SHS Teaching Positions AO: 04252017 FD:0425201?

SEYMOUR R. PAJARES Chief Personnel Specialist

Commission Secretariat & Liaison Office