





15 September 2025

Regional Memorandum No. 690, s. 2025

# APPROVAL OF THE CREATION OF NEW LEGAL AND PROCUREMENT POSITIONS FOR SCHOOLS DIVISION OFFICES

- To Schools Division Superintendents
  All Others Concerned
- Enclosed is a copy of MEMORANDUM dated August 28, 2025 signed by the Hon. Secretary SONNY ANGARA, DepEd Central Office, Meralco Ave., Pasig City, titled "Approval of the Creation of New Legal and Procurement Positions for Schools Division Offices," and letter which is self-explanatory.
- 2. Attention is invited to the Deployment Procedures to effectively facilitate the filling-up of the new Plantilla positions and to ensure that the lump sum appropriate for this purpose is fully utilized within the indicated fiscal year.
- 3. The following list of Annexes are also attached for reference and guidance:
  - a. Annex A: List of Newly Created Positions under Legal and Procurement Units
  - b. Annex B: List of CTI Positions for Abolition
  - c. Annex C: Job Description of the Newly Created Positions
- 4. For further questions and/or clarifications, please contact Mr. Jeric Francis C. Llanto of the BHROD-OED through email at <a href="mailto:bhrod.oed@deped.gov.ph">bhrod.oed@deped.gov.ph</a> or landline number (02) 8633-5375.
- 5. Immediate dissemination of and strict compliance with this Memorandum is directed.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

Incl.: As stated

08C/ROA/P1







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## Republika ng Pilipinas

# Department of Education

# OFFICE OF THE SECRETARY

### MEMORANDUM

TO

REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

ALL OTHERS CONCERNED

FROM

SONNY ANGARA

Secretary >

SUBJECT

APPROVAL OF THE CREATION OF NEW LEGAL AND

PROCUREMENT POSITIONS FOR SCHOOLS DIVISION

**OFFICES** 

DATE

: 28 August 2025

This is to inform all field offices concerned that the Department of Budget and Management (DBM) has approved the creation of **SIX HUNDRED SIXTY-SIX (666) new Plantilla positions** under the Legal and Procurement Units in the Schools Division Offices (SDOs).

Office/Unit Assignment	No. of Items	Position Title/Salary Grade
SDO Legal Unit		
Small SDOs	47	Attorney III, SG 21
Medium and Small SDOs	187	Legal Assistant I, SG 10
SDO Procurement Unit		
Large, Medium, & Small SDOs	214	Administrative Officer IV, SG 15
All SDOs	218	Administrative Officer II, SG 11

The creation of these items is made upon the request of the Department of Education (DepEd) to augment the staffing complement of SDOs, particularly those handling legal services and procurement activities, addressing the increasing demands for such services as well as additional workload.

These additional positions shall be funded through the scrap-and-build process, where 1,011 vacant positions that were tagged as *Co-terminus with the Incumbent (CTI)* shall be abolished to create the new items.

Attached for your reference is a copy of the official communication from DBM dated 01 August 2025, containing the detailed list of newly created positions enclosed as *Annex A* and the list of CTI positions for abolition enclosed as *Annex B*.

In light of the foregoing, Regional Directors and Schools Division Superintendents are hereby directed to ensure that your respective Human Resource Management Officers (HRMOs) are able to verify the status of these CTI positions, whether filled or unfilled, through the form provided by the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED). This shall facilitate the immediate issuance of the Notice of Organization, Staffing, and Compensation Action (NOSCA) for the new positions by the DBM.

# DEPLOYMENT PROCEDURES

To effectively facilitate the filling-up of these new Plantilla positions and to ensure that the lump sum appropriated for this purpose is fully utilized within the indicated fiscal year, this Office directs the strict observance of the following procedures:

- Consistent with the DBM's existing procedures on the creation of positions for DepEd, the DBM Regional Offices (ROs) shall issue the corresponding NOSCA directly to the concerned DepEd SDOs.
- 2. The SDOs may commence with the publication and posting of vacancies, assessment, and selection of qualified applicants as soon as the NOSCAs have been issued. The qualification requirements for the positions shall be in accordance with the Civil Service Commission (CSC)-approved Qualification Standards (QS) for the position. All are directed to strictly adhere to DepEd Order 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" in the assessment and selection of qualified applicants.
- 3. The key functions of the newly created positions shall be in accordance with the attached Job Descriptions (see Annex C).
- 4. Once filled up, SDOs are advised to update their respective Personal Services Itemization and Plantilla of Personnel (PSIPOP).

### LIST OF ANNEXES

- a. Annex A: List of Newly Created Positions under Legal and Procurement Units
- b. Annex B: List of CTI Positions for Abolition
- c. Annex C: Job Description of the Newly Created Positions

For further questions and/or clarifications, please contact Mr. Jeric Francis C. Llanto of BHROD-OED through email at <a href="mailto:bhrod.oed@deped.gov.ph">bhrod.oed@deped.gov.ph</a> or landline at (02) 8633-5375.

Please be guided accordingly.



# LIST OF NEWLY CREATED POSITIONS UNDER LEGAL AND PROCUREMENT UNITS

In line with the Department of Budget and Management (DBM) approval of 666 new Plantilla positions under the Legal and Procurement Units in the Schools Division Offices (SDOs), below is a summary of the number of positions allocated per Department of Education (DepEd) Regional Office (RO) and per Schools Division Office within each RO:

Region	No. of Positions			
Region I	46			
Region II	29			
Region III	65			
Region IV-A	67			
Region IV-B	20			
Region V	36			
Region VI	64			
Region VII	64			
Region VIII	41			
Region IX	23			
Region X	45			
Region XI	33			
Region XII	24			
Cordillera Administrative Region	24			
CARAGA	39			
National Capital Region	46			
TOTAL	666			

		GION IV-A	No. of Positions
Division	Office/Unit	Position Title	NO. OI POSICIONS
	Legal Unit	Attorney III	1
Bacoor City	2080	Legal Assistant I	1
Bacoor Oity	Procurement Unit	AO IV	1
		AO II	1
	Legal Unit	Attorney III	1
Cavite City	20811	Legal Assistant I	1
Cavite Oity	Procurement Unit	AO IV	1
		AOII	1
	Legal Unit	Attorney III	1
Imus City	2080	Legal Assistant I	1
mids orty	Procurement Unit	AO IV	1
	1100d10ment 0	AO II	1
	Legal Unit	Attorney III	1
Tayabas City	Doğur Offic	Legal Assistant I	1
Tayabas City	Procurement Unit	AO IV	1
	Procurement out	AO II	1
And the second s	Legal Unit	Legal Assistant I	1
Antipolo City	Procurement Unit	AO IV	1
•	Procurement out	AO II	1
	Legal Unit	Legal Assistant I	1
Batangas City	D IInit	AO IV	1
Dutter gets 1119	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Biñan City		AO IV	1
	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Cabuyao City		AO IV	1
oubuj do orej	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Calamba City		AO IV	1
Calamba City	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Dasmariñas City		AO IV	1
Dasinarinas City	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
General Trias City	100	AO IV	1
General Thas City	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Lipa City		AO IV	1
Lipa City	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Lugana Oitu		AO IV	1
Lucena City	Procurement Unit	AO II	1
-	Legal Unit	Legal Assistant I	1
Con Dalla Con		AO IV	1
San Pablo City	Procurement Unit	AO II	1

	Legal Unit	Legal Assistant I	11
San Pedro City	December out Heit	AO IV	1
	Procurement Unit	AO II	11
	Legal Unit	Legal Assistant I	1
Sta. Rosa City	Procurement Unit	AO IV	11
	Procurement onit	AO II	11
	Legal Unit	Legal Assistant I	1
Sto. Tomas City	Procurement Unit	AO IV	1
	Procurement Unit	AO II	1
	Legal Unit	Legal Assistant I	1
Tanauan City	Dunanamant IInit	AO IV	1
	Procurement Unit	AO II	11
Datasa	Description and Heit	AO IV	11
Batangas	Procurement Unit	AO II	1
	Procurement Unit	AO IV	1
Cavite	Procurement offic	AO II	1
Ţ	D I In it	AO IV	11
Laguna	Procurement Unit	AO II	1
D' .1	D	AO IV	1
Rizal	Procurement Unit	AO II	1
Quezon	Procurement Unit	AO II	1
			67

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### List of CTI Positions for Abolition

The state of the s				-		Laboration	_						
REGION	DIVISION	ORG. CODE	OFFICE / SCHOOL	UACS_FPAP_DSC	POSITION TITLE	GRADE (GMIS)	STEP	BASIC ANNUAL	BASIC MONTHLY	(TEM NUMBER	YEAR CREATED	POSITION CATEGORY	POSITION STATUS
				General Management and		T							
leater Office	Central Office	1	Office of the Secretary - Proper	Stepes vising.	Administrative Aide I	1		156,000	\$3,920	OSEC-DECSE-ADA1-25-2304	2004	hor-Teaching	Unfilled
Control Mark	Land to the same	1		General Management and									
annal Office	Central Office	3.3	General Services Division	Supervision	Administrative Alde I	-		165,340	23,780	ONEC-DEUSS-ADAT-41-2004	20,430	Non-Teaching	Untilled
entral Office	Central Office	1 15	General Services Division	General Management and Supervision	Administrative Aide I	,		156,000	13,000	COSEC-DECSE-ADAL IN ZUGA	2004	Non-Israching	Unfilled
Canal de Cir. etts	Carro di Contre	-	OF ORDER DESPETABLE	Corneral Management and	Autorist save wife		-	1.700,000		1320-040-38-040-4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	200	A TOTAL TO SECURITY	Contract
entral Office	Central Office	18	Regule Teachers Camp	Supervision	Adjeniustrative Alde I	1 1		165,360	13,780	05EC-DECSB ADAL 83, 2004	2004	tion leaching	Untilled
				cieneral Management and		1				And the second s			
Central Office	Central Office	3.8	Bagolo Teachers Camp	Supervision	Administrative Aide I	1		156,000	13,500	05FC-0FCSB-ADA1-71 2004	2004	Non-Teaching	Untified
			The state of the s	iseneral Managersent and									
(entra) Office	Central Office	3.8	Bagoio Teachets Camp	Supervision	Administrative Aide (	1		156,000	19.000	OSEC-DECSB-ADA1 79-2004	2004	Non-Teaching	Unfilled
Cational Capital Region			Division of Malabon-School (sovernance and		Maria and American								
程的	Division of Mainbon City	217.1	Operations Division	Policy and Research Program	Autorinistrative Aide I	1		156,000	13,000	OSEC-DECIS ACAT-SOCIA-7005	2005	Non-Teaching	Unfiled
tations Capital Region			Division of Malabon, School Governance and			1					1000		
The second secon	Consider of Masabor, City	217 3	Operations Division	Policy and Research Program	Administrative Aide (	-	-	156,000	13,000	OSEC-PECSE-ADA1 (0043 200)	2003	Non-Yearthing	Unfilled
Sational Capital Region	Owner of Marvia	100 3	School Governation and Operation Division	Policy and Research Program	Administration Aide I			156,000	12.000	DSEC DECS8 ACAT 50604 2004	7004	Non-Teaching	Unfilled
Rational Capital Region	DOSTRIAL OF PERCHA	1100.0	Actual devices with operation proper	rong and research ring and	Action and Action and A	+	-	154,000	47.030	TOTAL CONTRACTOR AND		distribution of the second	Chluned
N. A.	Division of Marcia	100.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide (			156.000	13,000	DSEC DECSE ADA1-30683-2004	7004	Non-Teaching	Unfilled
National Capital Region	and the same of the business and the same of the same	-			The Company of the Court Section 1984 1981	1	-		CONTRACTOR OF THE PERSON NAMED IN CONTRACTOR OF T		-		
N(R)	Division of Mania	209.3	School Governmen and Operation Present	Policy and Research Program	Administrative Aide I	1 2		136,000	13,000	OSEC-01/CSB ADA1 30543 2004	1004	tion leaching	Linfilled
National Capital Region			The state of the s			1		1					
MCR	Division of Munita	109 3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1		156,000	13,000	DSYC-DECSH ADAT-90546-2004	2064	tion-Teaching	Unfilled
National Capital Region							-						
N(R)	Distriction of Marita	109 3	School Governance and Operation Division	Policy and Receases to Program	Administrative Aide I	1	-	156,000	13,000	OSEC DECSE ADA1 80621-2004	2004	7+on-Teaching	Unblied
Kational Capital Region													
N(R)	Distribution of Marita	109.3	School Governance and Operation Division	Policy and Research Program	Administration Aide I	1		156,000	13,000	DSEC CECSE ADAT 10791 2004	2004	Non-Leaching	Lintlifed
Rational Capital Region													
MC4)	Division of Munia	109 3	School Severnance and Operation Division	Policy and Research Program	Administrative Alian I	-	-	156,000	13,000	OSE: 05038 ABA1 80529-2004	2006	teon Inschang	Unfilled
Kazidhai Capital Regiles Necili	Division of Marpla	100 7	Colonial Colonial and Colonial Physics	Staller and Canada h Brosses	A discount of the August			106.000	13.000	Over Decs# ACA1-10642-2904	5504	Non-Teaching	Unfilled
National Capital Region	EDWINSON OF WORDER	103.0	School Egywarumum and Operation Division	Proficy and Research Program	agministrative Auge	+	-	La termina	13,440	2 H 1 T 1 3 M 1 H 1 H 1 M 1 Z 2 2 3 M	2507	Arthur Handrick	throne)
NCR)	Division of Manife	209.3	School Governance and Operation Division	Payoy and Research Program	Administrative Alder			156,000	13,000	05EC-DECSB-ADA1 40797-2004	2004	Nem-Text hing	Unfilled
National Capital Region		-				-				and the second s		-	
N(S)	Division of Manile	109.3	School Governance and Operation Unition	Policy and Research Program	Administrative Aide I	1		150,000	13,000	ONE: DECSR ADAT 30755-2004	2004	Non-Teaching	Unfilled
National Capital Region			A STATE OF THE STA		The second secon	1	1						
NCK)	Division of Manila	100.3	School Governance and Operation Division	Policy and Research Programs	Administrative Aide 1	1		156,000	13,000	OSEC-08135-ADA1-30624-2004	2004	Non-Teaching	Unfilled
National Capital Region													
N(S)	Division of Manéa	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1		156,000	1.3.500	OSEC DEC58-ADA1 40649-7004	2004	Non-Teaching	Unfilled
Sahonai Capital Region													
NCR)	Division of Marela	109.3	School Groverhance and Operation Division	Policy and Research Program	Administrative Aide I	1	-	1, 156,000	13,000	OSEC DECSE ADA1 10667 2064	5004	Nuo Teaching	Linfilled
National Capital Region	Section of March	100.1	Caral Formania and Company	Date and Barrent Co.	Administration beaut			156,500	18.000	25EC-DECIS ADA1 90577-2004	2004	Non-Teaching	Unfilled
National Capital Region	Disistent of Marila	109 3	School Governance and Operation Division	Policy and Research Program	Administrative Auge (	1	-	170,000	17.5000	William William Control House	2,00	Carrie and St. Front of	P-17-11-0-1
SESSI CONTRACTOR CONTRACTOR	Division of Manda	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I			156,000	13 000	0560-06058-40/A1-7/5486-1004	20614	Non-Teaching	Unfilled
Vational Capital Region		-	The state of the s		1	1	-						
NCXC	Division of Marila	109.5	School Governance and Operation Division	Policy and Research Program	Administrative Aige			158,000	13,000	GSEC-0/ECS0-ADA1-39743-2004	2004	Non Teaching	Unfilled
National Capital Region				1									
No. Ro	Distrion of Marola	109.5	School Governance and Operation Division	Policy and Research Program	Administrative Age I	1		156,000	14.000	OSEC-DEC18 ADAI 38612-7004	2004	Non-Teaching	Unfilled
kational Capitol Region													
14(8)	Desiron of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Ante I	1		1 156,000	13,000	OSEC-DECSR-ADA1-10661-2004	2004	Hon-Teaching	Unfilled
latoonal Capital Region													
1409)	Division of Manife	109 1	School Governance and Operation Division	Policy and Research Program	Administrative Aute !	1		156,000	13,000	OSEC DECS8-6DA1-10761-7004	7004	Non-Teaching	Untilled
Rational Capital Region								SEE AND	1.1.000	OUGS DESCRIPTION AND A SHEET TOWN	7000	Non-Tenden-	Untilled
NCRI	Division of Manifa	109.3	School Governance and Operation Division	Solicy and Research Program	PARTICULTURE ALGO I	1		156,000	2.4,1901/	OSEC DEUSE ADAL ROE15-2004	2004	Non-Teaching	COMMITTEE

Region VIII - Eastern Office of the Schools Division - Borongun City General Management and SEC-DECSB-ADA1-540447-7004 Unfilled dministrative Aide I 156,000 13.000 2004 Non-Teaching Visavas ivision of Borongan City 3470.1 mervision Region VIII - Eastern chool Governance and Operations Division (isavas ivision of Leyte 3477.3 Leyte Division licy and Research Program 156,000 13,000 SEC-DECSB-ADA1-540352-2004 2004 Non-Teaching Unfilled Region VIII - Eastern eneral Management and Unfilled egional Office - Proper diministrative Aide ! 156,000 13,000 SEC-DECSB-ADA1-540256-2004 2004 Non-Teaching Visavas. 3126 Office of the Regional Director ieneral Management and Unfilled Central Office Central Office Administrative Aide II 165.828 13.819 SEC-DECS8-ADA2-20-2004 2004 Non-Teaching 3.5 General Services Division Operation of Schools - Junior Cordillera Administrativ High School (Grade 7 to Grade Unfilled Region (CAR) ivision of Abra arm Worker I 165,828 13.819 DSEC-DECS8-FAWK1-90010-1998 1996 Non-Teaching 675 Mataragan National Agricultural High School Operation of Schools - Junior Conditions Administrative High School (Grade 7 to Grade 165,828 13,819 SEC-DECSB-FAWK1-90009-1998 1998 Non-Teaching Unfilled Region (CAR) ivision of Abra 675 Mataragan National Agricultural High School Farm Worker I National Capital Region Division of Makati- Office of the Schools Division ieneral Management and Unfilled (NCR) dministrative Aide to 165,828 13,819 DSEC-DECSB-ADA2-30043-2004 2004 Non-Teaching vision of Makati 208.6 Superintendent mervision National Capital Region 165 828 13.819 SEC-DECSR-ADA2-30053-2004 2004 Non-Teaching Unfilled (NCR) ision of Manila 109.3 School Governance and Operation Division olicy and Research Program dministrative Aide to Ineration of Schools - Junior National Capital Region ligh School (Grade 7 to Grade Unfilled (NCR) ivision of Manila 131 Manuel L. Quezon High School dministrative Aide II 165 828 13.819 SEC-DECSR-ADA2-30054-2004 2004 Non-Teaching National Capital Region ivision of Pasay City-Office of the Schools Seneral Management and NCB) Ivision of Pasay City Division Superintendent pervision idministrative Aide I 165,828 13,819 SEC-DECSB-ADA2-30041-2004 2004 Non-Teaching Unfilled ission of Dagupan City - Office of the Schools Seneral Management and 2004 Non-Teaching Unfilled 165,828 13,819 ISEC-DECSB-ADA2-60028-2004 Region 1 - Hocos vision of Dagupan City 241.4552 Division Superintendent pervision dministrative Aide ! ivision of Lanag City - Office of the Schools Seneral Management and DSEC-DECSE-ADAZ-60015-2004 2004 Non-Teaching Unfilled 241 4592 Division Superintendent 13.819 Region I - Bocos vision of Ladag City nervision diministrative Aide II General Management and livision of San Carlos City - Office of the Schools Unfilled 174,936 14,578 SEC-DECSB-ADA2-60023-2004 2004 Non-Teaching Region I - Rocas ivision of San Carlos City 241.4662 Division SuperIntendent Seneral Management and Region II - Cagayan Office of the Schools Division Superintendent 165,828 13,819 DSEC-DECSB-ADA2-120007-2004 2004 Non-Teaching Unfilled ministrative Aide ( Valley vision of Batanes 813.1 Batanes Decration of Schools - Junior Region II - Cagayan ligh School (Grade 7 to Grade 165,828 13,819 SEC-DECSB-FAWK1-120026-2001 2001 Non-Teaching Unfilled Valley Division of Isabela 898.0005 Gamu Rural School arm Worker I ligh School (Grade 7 to Grade Region II - Cagayan 165 828 13.819 DSEC-DECSB-FAWK1-120037-2001 2001 Non-Teaching Unfilled Valley ivision of Isabela 924.0007 San Mateo Vocational and Industrial School acm Worker F Region II - Cagavan High School (Grade 7 to Grade 165.828 13,819 DSEC-DECSB-ADA2-120005-2023 2023 Non-Teaching Valley ivision of Nueva Vizcaya 953.3 Kasibu National Agricultural School dramistrative Aide II General Management and Region II - Cagayan Unfilled 11.819 DSEC-DECSB-ADA2-170014-2004 2004 Non-Teaching Valley legional Office - Proper 802.8 Administrative Division 165,828 vision of Nueva Ecija - Office of the Schools General Management and Untilled Region III - Central Luzo 1015.0001 Administrative Aide II 165,828 13,819 DSEC-DECSB-ADA2-150026-2004 2004 Non-Teaching vision of Nueva Ecija livision Superintendent vision of Nueva Ecija - Office of the Schools General Management and Unfilled 165,828 13,819 DSEC-DECSB-ADA2-150025-2004 2004 Non-Teaching Region III - Central Luzon Division of Nueva Ecija 1015-0001 Division Superintendent Administrative Aide II ivision of San Fernando vision of City of 5an Fernando-Office of the General Management and Unfilled 2004 Non-Teaching 165,828 13.819 DSEC-DECSB-ADA2-150014-2004 Region III - Central Luza chools Division Superintendent Office of the Schools Division Superintendent, Seneral Management and 165.828 13,819 OSEC-DECSB-ADA2-270240-2004 2004 Non-Teaching Unfilled ALABARZON dministrative Alde II ision of Batangas City 1544 Division of Batangas City opervision egion IVA -Sov. Felicisimo T. San Luis Integrated Senior High High School (Grade 7 to Grade 13,819 DSEC-DEC58-ADA2-270242-2004 Unfilled ALABARZON Administrative Aide II 1851 islon of Laguna egion IVA Operation of Schools -Unfilled CALABARZON 1831 Elementary Education, Division of Lucena City Elementary (Kinder to Grade 5) Administrative Aide II 165,828 13,819 OSEC-DECSB-ADA2-270236-2004 2004 Non-Teaching Region IVB Division of Oriental Policy and Research Unfilled 2004 Non-Teaching MEMAROPA 165,828 13,819 OSEC-DECSB-ADA2-300023-2004 Mindom 3954.1 School Governance and Operations Division Program Administrative Aide II peration of Schools 165,828 13,819 OSEC-DECSB-ADA2-300021-2004 2004 Non-Teaching Unfilled lementary (Kinder to Grade 6) Administrative Aide II Region IVB - MIMAROPA Division of Palawan 2007 Division of Palawan General Management and 165.828 13.819 DSEC-DECSB-ADA2-300013-2004 2004 Non-Teaching Administrative Aide II Region IVB - MIMAROPA Regional Office - Proper 1850.0007 Administrative Division opervision

				Francis Management and						1	
egion II - Cagayan	Division of Batanes	813.1	Office of the Schools Division Superintendent— Batanes	General Management and Supervision	Statistician Alde	4	1 187,032	15,586	OSEC-DECSB-STATA-120001-2001	2001 Non-Teaching	Unfilled
gion II - Cagayan			ELEMENTARY EDUCATION - SCHOOLS DIVISION OF ISARELA	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1 187,032	15,586	OSEC-DEC58-DTA-120011-2001	2001 Non-Teaching	Unfilled
gion II - Cagayan	Division of Isabela		ELEMENTARY EDUCATION - SCHOOLS DIVISION	Operation of Schools -		4	1 187,032	15,586	OSEC-DECSB-DTA-120910-2001	2001 Non-Teaching	Unfilled
lley (	Division of Isabela	879	OF ISABELA	Elementary (Kinder to Grade 6)	Dental Alde	1	407,032	22/3-1-2			
gion II - Cagayan Iley (	Division of Isabela	879	ELEMENTARY EDUCATION - SCHOOLS DIVISION OF ISABELA	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-120012-2001	2001 Non-Teaching	Unfilled
gion II - Cagayan	Division of Tuguegarao City	821.6	Cagayan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Fiscal Clerk I	4	1 187,032	15,586	asec-becse-FCK1-7-2016	2016 Non-Teaching	Unfilled
Bey				Operation of Schools - Elementary (Kinder to Grade 6)	Deptal Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-159019-2003	2003 Non-Teaching	Unfilled
gion III - Central Luzion I	Division of Aurora	1012.3	Elementary Education-Aurora	Operation of Schools -					OSEC-DECS8-OTA-150022-1998	1998 Non-Teaching	Unfilled
egion III - Central Luzon	Division of Nueva Ecija	1015.32	Division of Nueva Ecija-Talavera North District	Elementary (Kinder to Grade 6)	Dental Aldo	4	1 187,032	15,586	Q3EC-DEC38-07A-130022-1396	1230	
egion IVA - P	Division of Batangas City	1536	Elementary Education, Division of Batangas City	Operation of Schools - Elementary (Kinder to Grade 5)	Dental Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-240027-1998	1998 Non-Teaching	Unfilled
egion IVA- ALABARZON	Division of Cavite	1468	Elementary Education, Division of Cavite	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	187,032	15,586	OSEC-DECSB-DTA-240031-1998	1998 Non-Teaching	Unfilled
egion IVA -	prosing of Carte			Operation of Schools -	Dental Aide		1 187,032	15,586	OSEC-DECSB-DTA-240038-1998	1998 Non-Teaching	Unfilled
ALABARZON egion IVA -	Division of Cavite	1466	Elementary Education, Division of Cavite	Elementary (Kinder to Grade 5) Operation of Schools - Junior High School (Grade 7 to Grade						1998 Non-Teaching	Unfilled
ALABARZON	Division of Dasmariñas City	1845.0002	Dasmariñas Integrated High School	10)	Dental Aide	4	1 187,032	15,586	OSEC-OECS8-DTA-240035-1998	1325 (437) (636) (63	0111111111
region IVA - T	Division of Laguna	1848.5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6	Dental Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-240043-1998	1998 Non-Teaching	Unfilled
legion IVA	Division of San Pablo City	1 BAR 0001	Elementary Education, Division of San Pablo City	Operation of Schools - Elementary (Kinder to Grade 6	Dental Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-270028-2004	2004 Non-Teaching	Unfilled
ALABARZON  Region IVA - CALABARZON	Division of San Pablo City	0	Elementary Education, Division of San Pablo City	Operation of Schools -	Dental Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-240063-1998	1998 Non-Teaching	Unfilled
tegion IVA - 2			Elementary Education, Division of Sta. Rosa City	Operation of Schools - Elementary (Kinder to Grade 6	Dental Aide	4	1 187,032	15,586	OSEC-DECSB-DTA-240040-1998	1998 Non-Teaching	Unfilled
ALABARZON	Division of Sta, Rosa City		School Governance and Operations Division	Policy and Research Program	Statistician Aide	4	1 187,032	15,586	OSEC-DECSB-STATA-240001-1998	1998 Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque Division of Puerto Princesa City		3 School Governance and Operations Division	Learner Support Programs	Dental Aide	4	1 187,032	15,586	OSEC-DECS8-DTA-240902-2090	2000 Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Dipolog City	3313.04	Division of Dipolog City Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6	) Dental Aide	4	1 187,632	15,586	OSEC-DECSB-DTA-570028-1998	1998 Nan-Teaching	Unfilled
tegion IX - Zambounga	Division of Zamboanga del		Division of Zamboanga del Norte Elementary 1 Education	Operation of Schools - Elementary (Kinder to Grade 6	Dental Aide	4	8 197,316	16,443	OSEC-DECS8-DTA-570016-1998	1998 Non-Teaching	Unfilled
Peninsula Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur		6 Division of Zamboanga Del Sur	General Management and Supervision	Statistician Aide	4	1 187,032	15,586	OSEC-DECSB-STATA-570011-1998	1998 Non-Teaching	Unfilled
legion IX - Zamboanga	Civision of Zamboanga del		Division of Zamboanga del Sur Elementary 1 Education	Operation of Schools - Elementary (Kinder to Grade 6	i) Dental Alde	4	1 187,032	15,586	OSEC-DECS8-0TA-570022-1998	1998 Non-Teaching	Unfilled
Peninsula	ine.		DIVISION OF NAGA CITY- ELEMENTARY 3 EDUCATION	Operation of Schools - Elementary (Kinder to Grade I			1 187,032	15,586	OSEC-DECSB-DTA-390145-1998	1998 Non-Teaching	Unfilled

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Region (il - Central Luron	Division of Tarlac	101	7 Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6	Administrative Aide IV		4	1 187,012	15,586	OSEC-DECS8-ADA4-150136-2004	2004 Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	101	7 Division of Yariac Province	Operation of Schools - Elementary (Kinder to Grade 6	Administrative Aide (V		4	187,032	15,586	OSEC-DECSE-ADA4-150130-2004	2004 Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	101	Division of Tartac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV		4	187,032	15,586	OSEC-DECSB-ADA4-150122-2004	2004 Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tartac	101	7 Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV			187,032	15,586	OSEC-DEC58-ADA4-150135-2004	2004 Non-Teaching	Unfilled
Region IVA CALABARZON	Division of Batangas	182	2 Elementary Education, Division of Batangas	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide W			187,012	15,586	OSEC-DECS8-ADA4-270261-2004	2004 Non-Teaching	Unfilled
CALABARZON	Division of Batangas	1822	Elementary Education, Division of Batangas	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide (V	-		187,032	15,586	OSEC-DECSB-ADA4-270262-2004	2004:Non-Teaching	Unfilled
CALABARZON	Division of Batangas	1822	Elementary Education, Division of Batangas	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	-	1	187,032	15,586	OSEC-DEC58-ADA4-270230-2004	2004 Non-Teaching	Unfilled
Region IVA CALABARZON	Division of Cavite	1466	Elementary Education, Division of Cavite	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270274-2004	2004 Non-Teaching	Unfilled
Region VA - CALABARZON	Division of Laguna	1848.5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270431-2004	2004 Nan-Teaching	Unfilled
CALABARTON	Division of Laguna	1848.5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	- 1	187,032	15,586	OSEC-DECSB-ADA4-270426-2004	2004 Non-Teaching	Unfilled
Region IVA CALABAS/YOR	Olvision of Laguna	1848 5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 5)	Administrative Aide IV	4	1	187,092	15,586	OSEC-DECIR-ADA4-270399-2004	2004 Non-Teaching	Unfilled
CALABARONIA Region Lya	Division of Laguna	1848 5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270422-2004	2004 Non-Teaching	Unfilled
CALABAROON Region 1994	Olvision of Laguna	1848.5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270400-2004	2004 Non-Teaching	Unfilled
ALABA BAGH	Division of Laguna	1848 5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide (V	4	1	187,032	15,586	OSEC-DECS8-ADA4-270401-2004	2004 Non-Teaching	Unfilled
CALABA SIZA	Division of Laguna	1848 5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-270404-2004	2004 Non-Teaching	Unfilled
ALABA BACA	Olvision of Queron	1617	Elementary Education, Division of Quezon	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270436-2004	2004 Non-Teaching	Unfilled
egion IVA	Division of Quezon	1617	Elementary Education, Division of Queron	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270473-2004	2004 Non-Teaching	Unfilled
ALABA SECON	Division of Quezon	1617	Elementary Education, Division of Cluezon	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-270437-2004	2004 Non-Teaching	Unfilled
ALABANIAN,	Division of Quezon	1617	Elementary Education, Division of Quezon	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-270440-2004	2004 Non-Teaching	Unfilled
ALABA 1650N	Division of Quezon	1617	Elementary Education, Division of Quezon	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-270485-2004	2004 Non-Teaching	Unfilled
ALABARIANA,	Division of Quezon	1617	Elementary Education, Division of Quezon	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	1 4	1	187,032	15,586	OSEC-DECS8-ADA4-270438-2004	2004 Non-Teaching	Untilled

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Begion IVA - CALABARZON :	Division of San Pablo City	1848.0001	Elementary Education, Division of San Pablic City	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV			1 187,032	15,586	OFFE DECOR AND THEFT THE		
					Contractor and the August	-		4 207,034	13,360	OSEC-DECSE ADAA-270371-2004	2004 Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools -								
			Control Control	Elementary (Kinder to Grade 6)	Aprelinistrative Aide IV	-		1 187,032	15,586	OSEC-DECSB-ADA4-300062-2004	2004 Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Dalmon	3000	Production of Parl	Operation of Schools -								
The state of the s	DIVISION OF PATAWAY	2007	Division of Palawan	Elementary (Kinder to Grade 6)	Administrative Aide IV	- 4		1 187,032	15,586	OSEC-DECSB-ADA4-300056-2004	2004 Non-Teaching	Unfilled
Corton DEC. AMARICONA				Operation of Schools -								
Region IVB - MIMAROPA	Unvision of Falawan	2007	Division of Palawan	Elementary (Kinder to Grade 6)	Administrative Aide IV	- 4		1 187,032	15,586	OSEC-DECS8-ADA4-300061-2004	2004 Non-Teaching	Unfilled
				Operation of Schools -								
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		1 187,032	15,586	QSEC-DECSB-ADA4-300068-2004	2004 Non-Teaching	Unfilled
				Operation of Schools -								
Region IVE - MIMAROPA	Division of Falawan	2007	Division of Palawan	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		1 187,032	15,586	OSEC-DECSB-ADA4-300065-2004	2004 Non-Teaching	Unfilled
				Operation of Schools -								
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	(Jementary (Kinder to Grade 5)	Administrative Aide IV	4		1 187,032	15,586	OSEC-DECS8-ADA4-300059-2004	2004 Non-Teaching	Unfilled
				Operation of Schools -								D. Colonia
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		1 187,032	15,586	OSEC-DECSB-ADA4-300064-2004	2004 Non-Teaching	Unfilled
				Describes of Educate							Test Horr Featuring	Oramed
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4		1 187,032	15,586	Q5EC-DEC5B-ADA4-300066-2004	7004N TN	
Basine IV Junkius								107,552	13,300	C3EC-CEC3B-9-0744-300068-2004	2004 Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3877.1	Division of Zambounga del Sur Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aids IV	1 .		1 187,032	15 505			
				Secretary & Common or Charles	PROBERTOS OF BUYE PAGE 19	1		187,032	15,586	OSEC-DECSB-ADA4-570060-2004	2004 Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	7714 5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools -								
		******	LUCATION	Elementary (Kinder to Grade 6)	Administrative Aide IV	4	-	1 187,032	15,586	OSEC-DECSB-ADA4-390223-2004	2004 Non-Teaching	Untilled
Region V - Bicol	Division of Camarines Norte	235.4.5	DIVISION OF CAMARINES NORTE-ELEMENTARY	Operation of Schools -								
magneti 4 - total	Marie	2214.3	EDUCATION	Elementary (Kinder to Grade 6)	Administrative Aide IV	4	-	1 187,032	15,586	OSEC-DECSB-ADA4-390227-2004	2004 Non-Teaching	Unfilled
	Division of Camarines		DIVISION OF CAMARINES NORTE-ELEMENTARY	Operation of Schools -								
Region V - Bicol	Norte	2214.5	EDUCATION	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		1 187,032	15,586	OSEC-DECSB-ADA4-390228-2004	2004 Non-Teaching	Unfilled
	Division of Camarines		DIVISION OF CAMARINES NORTE-ELEMENTARY	Operation of Schools -								
Region V - Bicol	Norte	2214.5	EDUCATION	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		187,032	15,586	OSEC-DEC58-ADA4-390224-2004	2004 Non-Teaching	Unfilled
	Division of Camarines		DIVISION OF CAMARINES NORTE-ELEMENTARY	Operation of Schools -								
Region V - Bicol	Norte	2214.5	EDUCATION	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		187,632	15,586	OSEC-DECSB-ADA4-390222-2004	2004 Non-Teaching	Unfilled
			DIVISION OF SORSOGON-ELEMENTARY	Operation of Schools -								
Region V - Bical	Division of Sorsogon	2217.5	EDUCATION	Elementary (Kinder to Grade 5)	Administrative Aide IV	4		187,032	15,588	OSEC-DECS8-ADA4-390239-2004	2004 Non-Teaching	Unfilled
			DIVISION OF SORSOGON- ELEMENTARY	Operation of Schools -								
Region V - Blcot	Division of Sorsogon	2217,5	EDUCATION	Elementary (Kinder to Grade 6)	Administrative Aide IV	4	,	187,032	15,586	OSEC-DECSH-ADA4-390249-2004	2004 Non-Teaching	Unfilled
			DIVISION OF SORSOGON- ELEMENTARY	Constitution of Schools								O'mined
Region V - Bicol .	Division of Sarsagon	2217.5	EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide (V	4	1	187,032	15,586	OSEC-DECSB-ADA4-390237-2004	2004 Non-Teaching	Unfilled
Ingion VII - Central									1000		and the reacting	Ontined
Stayas	Division of Bahal	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV			187,032	15,586	OSEC-DECS8-ADA4-510044-2004	2004 14 - 7 - 15	Magnetic
teritor 101 Co. of								107,002	43,309	Carry are all languages and a famous famous	2004 Non-Teaching	Unfilled
Region VII - Central Asayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Alde IV			197.033	15 940	0.000 0.000 10.11		
			7 100000000 - 200000000000000000000000000	Connectory (conder to Grade b)	Proministrative Aide IV	- 4	- 1	187,032	15,586	OSEC-DECSB-ADA4-510040-2004	2004 Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2632	Elementary Education - Printers - 4 No. 1	Operation of Schools								
	CONTRACTOR OF ENGINEE	20.33	Elementary Education - Division of Bohol	Elementary (Kinder to Grade 6)	Administrative Aide IV	4		187,032	15,586	OSEC-DECSB-ADA4-510046-2004	2004 Non-Teaching	Unfilled

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tional Capital Region			Division of Valenzuela City-Office of the Schools	General Management and	Administrative Aide IV			187.032	15.586	OSEC-DECS8-ADA4-30032-2005	2005 N	on-Teaching	Unfilled
R)	Division of Valenzuela		Division Superintendent	Supervision	Administrative aide iv		-	100,000					
ional Capital Region			or the state of th	Seneral Management and Supervision	Administrative Alde IV	4	1	187,032	15,586	OSEC-DEC58-ADA4-30030-2005	2005 N	on-Teaching	Unfilled
CR)	Division of Valenzuela		Division Superintendent	Seneral Management and									Unfilled
			Differences for the difference of the control of th	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-60105-2004	2004 N	on-Teaching	Unnaea
gion I - Tiocot	Division of La Union		Dietaign Superintendent	General Management and							20/14/4	ion-Yeaching	Unfilled
	Marian of the Helps		Division Superintendent	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-60103-2004	Z004N	ion-Leaching	Ordinara
rgion t - Hoces	Division of La Union	291.333		General Management and					100000		2004	ion-Teaching	Unfilled
attend there	Division of Pangasinan II	728 7	Division Superintendent	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-60231-2004	2004	City Lead Links	- Contract
egion ( - Nocas	Distribution of Carigasiness is	74.0.7	Division of Pangasinan II - Office of the Schools	General Management and						Dept. Dept. 4044 (0334 3004	2004 N	ion-Teaching	Unfilled
and the A. Hanness	Division of Pangasinan II	728.7	Division Superintendent	Supervision	Administrative Aide IV	4	1,	187,032	15,586	OSEC-DECSB-ADA4-60236-2004	2000		
egion t - Ilacos	Distribution Commission of		Division of Pangasinan II - Office of the Schools	General Management and						OSEC-DECSB-ADA4-60225-2004	2004 N	ion-Teaching	Unfilled
egion I - Ilocos	Division of Pangasinan II	728.7	Division Superintendent	Supervision	Administrative Aide IV	- 4	1	187,032	15,586	USEC-DEGSB ADMA-GREED CASA			
egion i - nocos			Division of Pangasinan II - Office of the Schools	General Management and				187,032	15,586	OSEC-DECSB-ADA4-60189-2004	2004 N	on-Teaching	Unfilled
egion I - llocos	Division of Pangasinan II	728.7	Division Superintendent	Supervision	Administrative Alde IV	4	1	187,034	12,349	COLC DECID FAIRS COLD			
r Broom and a			Division of Pangasinan II - Office of the Schools	General Management and				187.032	15,586	OSEC-DECSB-ADA4-60233-2004	2004	Ion-Teaching	Unfilled
egion I - Ilocus	Division of Pangasinan II	728.7	Division Superintendent	Supervision	Administrative Aide IV			A07,309.6	10,000				
			Division of Pangasinan II - Office of the Schools	General Management and	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-60188-2004	2004	ton-Teaching	Unfilled
tegion I - flocus	Division of Pangasinan II	728.7	Division Superintendent	Supervision	Administrative Aute IV	-	-						
egion II - Cagayan				General Management and	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-12014S-2004	20047	von-Teaching	Unfilled
alley	Division of Isabela	578.1	Office of the Schools Division Superintendent	Supervision	Administrative Alde IV	-							
egion II - Cagayan				General Management and	Administrative Aide IV	4	1	197,032	15,586	OSEC-DECSB-ADA4-120173-2004	2004	Non-Teaching	Unfilled
alley	Division of Isabela	878.1	Office of the Schools Division Superintendent	Supervision	Againmon wave same 15								
egion II - Cagayan				General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-120172-2004	2004	Von-Teaching	Unfilled
aliey	Division of Isabela	878.1	Office of the Schools Division Superintendent	CANADA MANAGEMENT AND ADDRESS OF THE PARTY O	Indicate and the same of								12-126-1
egion II - Cagayan				General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-120029-2004	2004	Non-Teaching	Unfilled
alley	Division of Nueva Vizcaya	944.1	Office of the Schools Division Superintendent	General Management and									Unfilled
egion II - Cagayan			Office of the Schools Division Superintendent-	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-120021-2004	2004	Non-Teaching	Untilled
alley	Division of Quirino	963.1	Quiring Office of the Schools Division Superintendent-	General Management and							2074		Unfilled
tegion II - Cagayan		963.1	Ourino	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-120020-2004	2004	Non-Teaching	CHAINES
aliey	Division of Quirino	393.1	Office of the Schools Division Superintendent	General Management and							2002	Non-Teaching	Unfilled
tegion II - Cagayan		552.1	Quirino	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-120019-2004	2004	Non-Teaching	DAMES.
/alley	Division of Quirino	203.1	Office of the Schools Division Superintendent	General Management and							2004	Non-Teaching	Unfilled
Region II - Cagayan	Control of Collins	963.1	Quirino	Supervision	Administrative Aide IV	4		187,032	15,586	OSEC-DECSB-ADA4-120018-2004	2004	MOD TEACHING	District.
Valley	Division of Quiring	203.1	Office of the Schools Division Superintendent	General Management and						OSEC-DECS8-ADA4-120017-2004	2004	Non-Teaching	Untilled
Region II - Cagayan	Division of Quirina	963.1		Supervision	Administrative Aide IV	4	1.	187,032	15,586	OSEC-DECSB-9C/84-120017-1004			
Valley	Division of San Fernando	-	Division of City of San Fernando-Office of the	General Management and				101077	15.586	OSEC-DECSB-ADA4-150166-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	City	1292.0048		Supervision	Administrative Alde IV	4	1	187,032	15,586	EUGEN-DEUGE-MEINT-13-14-15-14-15-1			
Region IVA -	Part + B		Office of the Schools Division SuperIntendent,	General Management and	The second second			187,032	15.586	OSEC-DECSB-ADA4-270298-2004	2004	Non-Teaching	Unfilled
CALABARZON	Division of Cavite	1466.1	Division of Cavite	Supervision	Administrative Aide IV	- 4		187,034	43,500				
Region PVA			Office of the Schools Division Superintendent,	General Management and				197,315	16,443	OSEC-DECSB-ADA4-270461-2004	2004	Non-Teaching	Unfilled
CALABARZON	Division of Quezon	1637	Division of Quezon	Supervision	Administrative Aide IV	- 4		197,310	10,443				
Region IVB -	Division of Oriental			General Management and	Administrative Aide IV		1	187,032	15,586	OSEC-DECSB-ADA4-300086-2004	2004	Non-Teaching	Unfile
MIMAROPA	Mindoro	3954.1	Office of the Schools Division Superintendent	Supervision				101,000					
Region IVB -	Division of Oriental			General Management and	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300091-2004	2004	Non-Teaching	Unfille
MIMAROPA	Mindoro	3954.1	Office of the Schools Division Superintendent		Peditional and the Pedition 14		-						11-00-
Region IVB -	Division of Oriental			General Management and	Administrative Aide IV	4	1	187,032	15,586	OSEC-DEGSB-ADA4-300092-2004	2004	Non-Teaching	Unfise
MIMAROPA	Mindoro	3954.	Office of the Schools Division Superintenden	General Management and							200	Non-Torobles	Unfille
Region IVB -	Division of Oriental	north .	Office of the Schools Division Superintenden	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300081-2004	2004	Non-Teaching	CAUTURE
MIMAROPA	Mindoro	3954.	Once of the Schools Division Supersidences	General Management and						0000 00000 1011 000000 0001	2004	Non-Teaching	Unfile
Region IVB -	Division of Oriental	3954	Office of the Schools Division Superintenden	t Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300088-2004	2004	Total Total mily	57.00
MIMAROPA	Mindoro	3934.	Dilice of the Schools Division Superintension	General Management and						0000 DECCD ADA4 300000 2004	2004	Non-Teaching	Unfile
Region IVB -	Division of Oriental Mindoro	3954.	Office of the Schools Division Superintenden	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300080-2004	2.504	The state of the s	
MIMAROPA	Windoro	3934		General Management and						DESCRIPTION ADMANDS TO THE	2004	Non-Teaching	Unfill
Region IX - Zamboanga	De Como of Provide a City	270	A Office of the Schools Division Superintendent	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-570075-2004	2004	Tale reacting	-
Peninsula	Division of Dipolog City	129	adding of the actions byteron superiorities	General Management and						PART DESIGN ADAR 570074 7004	2002	Non-Teaching	Unfill
Region IX - Zamboanga	District of District of Pier	2.10	Office of the Schools Division Superintendent	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-570074-2004	2004	Ton reacting	27,176
Peninsula	Division of Dipolog City	3.29	Comme of the actions provided any contraction	General Management and						CORE SECON ADAM STOOMS 2004	2004	Non-Teaching	Unfill
Region IX - Zamboanga	foliation of Pambarana Pla	307	5 Division of Zamboanga City	Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECS8-ADA4-570996-2004	2004	The second second	2.4(10)
Peninsula	Division of Zamboanga Cit	7 397	1	General Management and				187,032	15,586	OSEC-DECS8-ADA4-570103-2004	2004	Non-Teaching	Unfille
Region IX - Zamboanga					Administrative Aide (V								

				urricular programs, learning							
				management models,							
			president of the guite only	tandards and strategy development	Librariani	11	1 324,000	27,000	OSEC-DECSB-LIB1-150010-2009	2009 Non-Teaching	Unfilled
on III - Central Luzon	Division of Angeles City		implementation Division Constraints and	severoperent						******************	Unfilled
			Division of Angeles City- School Governance and	Policy and Research Program	Administrative Officer II	11	1 324,000	27,000	OSEC-DECSB-ADOF2-150018-2004	2004 Non-Teaching	Untilled
on III - Central Luzon i	Sivision of Angeles City		Company of the control of the contro	General Management and						2017 Mary Tanahina	Unfilled
	Obligation of Mahalagas (The		Division Superintendent	Supervision	Administrative Officer II	11	1 324,000	27,000	OSEC-DECS8-ADOF2-150003-2013	2013 Non-Teaching	OHIORA
ion III - Central Luzon I	Division of Mabalacat City	1021.7.1	Division of Niseva Ecija - Office of the Schools	General Management and				*****	OFFI DESCRIPTION ADDITIONS	2004 Non-Teaching	Unfilled
Company Control Labor 1	District of Notice Feits	1015-0001	Division Superintendent	Supervision	Administrative Officer II	11	1 324,000	27,000	OSEC-DECSB-ADOF2-150927-2004	200-100-100-0-1	
pan III - Central Luzon I	Division in Harry Cris	1025000	Division of Nueva Ecija - School Governance and					27.000	OSEC-DECS8-LIB1-150004-2007	2007 Non-Teaching	Unfilled
tion III - Central Luzon	Division of Nueva Frita	1015.0003	Operations Division	Policy and Research Program	Librarian I	11	1 324,000	27,000	OSEC-DECSO-EBT-EMBOA-2007		
SON IN - LEIGHA CULOT	Distriction of traces cure		Division of Clongapo City - Office of the Schools	General Management and			224 000	27,000	OSEC-DECSB-ADOF2-150021-2004	2004 Non-Teaching	Unfilled
ion III - Central Luzion	Division of Olongapo City	1021.001	Division Superintendent	Supervision	Administrative Officer II	1.1	1 324,000	27,000	USEC-OLUSS MODIT 130011-1004		
TOTAL CONTO	Division of San Fernando		Division of City of San Fernando-Office of the	General Management and			1 324,000	27,000	OSEC-DECS8-ADDF2-150022-2004	2004 Non-Teaching	Unfilled
ion III - Central Luzon		1292.0041	Schools Division Superintendent	Supervision	Administrative Officer II	11	1 324,000	27,000			
				Curricular programs, learning		1				1 1	
				management models,	1	1			1		
	Division of San Fernando		Control of control or and control or	standards and strategy	(Thirtier I	17	1 324,000	27,000	OSEC-DECSB-1381-150008-2009	2009 Non-Teaching	Unfilled
ion III - Central Luzon	City	1292,005		development	Librarian I						
	Division of San Jose del		Division of San Jose Del Monte City - Office of the	General Management and	Administrative Officer II	11	324,000	27,000	OSEC-DECS8-ADOF2-150023-2004	2004 Non-Teaching	Unfilled
ion III - Central Luzon	Monte City	1266.031	Schools Division Superintendent	Supervision	Mariansirative critical ti						
				Curricular programs, learning							
				management models,					1		44.400
	Division of San Jose del		Division of San Jose Del Monte City - Curriculum	standards and strategy development	Librarian I	11	1 324,000	27,000	OSEC-DECSB-UB1-150007-2011	2011 Non-Teaching	Unfille
ion III - Central Luzon	Monte City	1255.1	Implementation Division	development							
				Operation of Schools -		1					11-67
			Olivina of Tarley Bearings	Elementary (Kinder to Grade 6)	Librarian I	11	1 324,600	27,000	DSEC-DECS8-UB1-150004-2009	2009 Non-Teaching	Unfilled
ion III - Central Luzon	Division of Tartac	1917	Division of Tarlac Province								
		1		Operation of Schools -						2000 Non Tandsian	Unfille
	and the state of	1017	Division of Tarlac Province	Elementary (Kinder to Grade 6)	Librarian I	11	1 324,000	27,000	OSEC-DEC58-U81-150005-2009	2009 Non-Teaching	Chillips
gion (1) - Central Luzon	Division of Fariac	10/17	CHANGE OF THE PARTY.								
				Operation of Schools -				27.000	OCES DECER 1193 150002 2011	2011 Non-Teaching	Unfilled
nine III - Cauteal Lucan	Distriction of Tarlac	1017	Division of Tarlac Province	Elementary (Kinder to Grade 6)	Librarian t	1.1	1 324,000	27,000	OSEC-DECS8-LI81-150002-2011		
gion III - Central Luzon	(22) STORE OF THE OC										
				Operation of Schools -			224 000	27,000	OSEC-DECSB-ADOF2-150017-2004	2004 Non-Teaching	Unfille
gion iil - Central Luzon	Division of Tariac	1017	Division of Tarlac Province	Elementary (Kinder to Grade 6)	Administrative Officer II	11	1 324,000	27,000	COLL DELLO TRACE LA COLLEGIA DE LA COLLEGIA DEL COLLEGIA DEL COLLEGIA DE LA COLLE		
garanta tantana			Division of Tarfac City - Office of the Schools	General Management and		***	1 324,000	27,000	OSEC-DECSB-ADDF2-150026-2004	2004 Non-Teaching	Unfille
erion III - Central Luzon	Division of Tariac City	1021.33	Division Superintendent	Supervision	Administrative Officer II	11	1 374,000				
gion tVA -			Office of the Schools Division Superintendent,	General Management and		11	1 324,000	27,000	OSEC-DECSB-ADOF2-35-2004	2004 Non-Teaching	Unfille
LABARZON	Davision of Antipola City	138	Division of Antipolo City	Supervision	Administrative Officer II						
gion IVA -				Operation of Schools -	I homes and	11	5 337,932	28,161	OSEC-DEC58-LIB1-270004-2009	2009 Non-Teaching	Unfille
LABARZON	Division of Batangas	181	Elementary Education, Division of Batangas	Elementary (Kinder to Grade 6	I (Joranan i						
				O-marking of Schools							
rgion IVA -	Control of the State of the Sta			Operation of Schools - Elementary (Kinder to Grade 5	1 Ubrarian I	11	1 324,000	27,000	OSEC-DECSB-LIB1-270005-2010	2010 Non-Teaching	Unfille
MEABARZON	Division of Quezon	161	3 Elementary Education, Division of Guezon	ciementary (kinder to orace o	Total and a second						
			1 Countries Obition	Policy and Research Program	Ubrarian I	11	1 324,000	27,000	OSEC-DECSB-LIB1-300011-2011	2011 Non-Teaching	Unfille
rgion IVB - MIMAROPA	Division of Calapan City	3714	5 School Governance and Operations Division	Tunity and regarded to the							Unfille
			and the second of the second properties of the	Policy and Research Program	Librarian I	11	1 324,000	27,000	OSEC-DECSB-UB1-300007-2009	2009 Non-Teaching	Litting
igion IVB - MIMAROFA	Division of Calagan City	3714.	5 School Governance and Operations Division	The state of the s						200 days Tarabina	Unfille
		****	A S. A I S and Departing Division	Policy and Research Program	Administrative Officer II	11	1 324,000	27,000	OSEC-DECSB-ADOF2-300011-2004	2004 Non-Teaching	CHINA
gion IVB - MIMARDFA	Division of Marinduque	3746.	1 School Governance and Operations Division							2011 Non Tentine	Unfille
		2745	1 School Governance and Operations Division	Policy and Research Program	Ubrarian I	11	1 324,000	27,000	OSEC-DECS8-UB1-300001-2011	2011 Non-Teaching	vione
igion IVB - MIMARIJPA	Division of Marinduque	3748.	a periodi dissernance and operations company							2011 Non-Teaching	Unfills
	Lance Charles	3740	1 School Governance and Operations Division	Policy and Research Program	Librarian I	11	1 324,000	27,000	OSEC-DECSB-LIB1-300002-2911	2011 Non-Teaching	Quitast.
egion IVB - MIMARIOPA	Division of Marinduque	3/46	13chool governance and Operations Division	General Management and				27.000	OSEC-DECSB-ADOF2-309014-	2004 Non-Teaching	Unfill
egion IVB -	Division of Oriental	2054	1 Office of the Schools Division Superintenden		Administrative Officer II	11	1 324,000	27,000	2004	Last Canaday	
MMAROPA	Mindoro	3504		Curricular programs,						1000	
				learning management							
				models, standards and		1			the state of the s	The second secon	111.600
Region IVB -	Division of Oriental			strategy development	Librarian I	1 11	1 324,000	27,000	OSEC-DECSB-LIB1-300003-2009	2009 Non-Teaching	Unfille

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Department of Education	JOB DESCRIPTION	JOB DESCRIPTION JD No							
Position Title	Attorney III	Salary Grade	21						
Parenthetical Title		Governance Level	Schools Division Office						
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Legal Unit						
Reports to	Schools Division Superintendent	Effectivity Date							
Positions Supervised	Legal Assistant I								
	JOB St	JOB SUMMARY							
<ul> <li>impartial, evidence-</li> <li>effective and efficie</li> <li>safeguarding the D</li> </ul>	ent, judicious and expeditious legal service to based, and speedy disposition of administrant ont in-house general legal services; epartment's rights and interest on school sing and timely submission of reportorial requires.	ative cases and complain tes; and							
	QUALIFICA	TION STANDARDS							
A. CSC Prescribed Q	ualifications								
Educ	ation Bachelor of Law								
Experi	ence One (1) year relevant experience								
Elig	ibility RA 1080 (Bar)								
Trair	nings 4 hours of relevant training								
B. Preferred Qualific	ations								
	Excellent written and verbal commu	nication skills							
	At least one (1) year of supervisory	and managerial experience	ce						

Basic knowledge in computer operation such as Microsoft office, Excel, Powerpoint, use of the internet MCLE Compliant

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES	
ADMINISTRATIVE CASES AND COMPLAINTS	<ul> <li>Evaluate complaints thoroughly to determine their validity, scope, and the appropriate course of action.</li> <li>Conduct preliminary or fact-finding investigations as directed by the Disciplining Authority, ensuring a comprehensive and impartial gathering of evidence; subsequently, prepare detailed and well-organized investigation reports.</li> <li>Draft legal documents including resolutions, formal charges, and decisions related to cases or complaints involving non-teaching personnel; prepares detailed and sound legal opinions on appeals as directed by the Disciplining Authority.</li> </ul>	
IN-HOUSE GENERAL LEGAL SERVICES	<ul> <li>Provide legal opinions, interpretations, and advice on laws, rules, regulations, and policies relevant to the Department of Education (DepEd) to the Schools Division Superintendent (SDS) and other personnel of the SDO.</li> <li>Assist the Formal Investigation Committee as amicus curiae by offering specialized legal guidance, ensuring strict adherence to procedural rules, and clarifying legal issues during formal investigations.</li> <li>Serve as Special Prosecutor in formal investigations when designated by the Disciplining Authority, representing the interests of the Department and ensuring due process.</li> <li>Prepare, review, and provide legal assessment of contracts, Memoranda of Agreement (MOA), and other legal instruments involving DepEd to safeguard the Department's interests.</li> <li>Review and sign division clearances certifying the pendency or non-pendency of administrative cases involving personnel.</li> <li>Issue Certificates of No Pending Case for non-teaching personnel, ensuring accuracy and compliance with existing DepEd policies.</li> </ul>	

KEY RESULT AREAS	AREAS DUTIES AND RESPONSIBILITIES	
	<ul> <li>Evaluate and provide legal recommendations on requests for correction or amendment of entries in school records, ensuring proper adherence to legal standards and existing DepEd guidelines.</li> <li>Lead, manage, and coordinate the operations of the SDO Legal Unit to ensure the efficient and effective delivery of legal services aligned with DepEd mandates and goals.</li> </ul>	
SAFEGUARDING OF SCHOOL SITES OWNERSHIP	<ul> <li>Lead and facilitate school heads in their coordination with relevant government agencies such as CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH, BIR, LGUs, and other appropriate authorities on legal matters concerning the issuance, registration, and protection of Certificates of Title for school sites.</li> <li>Provide legal support to the Office of the Solicitor General (OSG) in pending cases involving school sites; represent the DepEd in court proceedings related to school site ownership when deputized by the OSG.</li> <li>Draft, review, and evaluate legal documents related to school sites, including but not limited to Deeds of Donation, Usufruct Agreements, Sale Contracts, Titles, Tax Declarations, and Special Power of Attorney (SPA), ensuring compliance with legal requirements.</li> <li>Conduct thorough verification and analysis of legal issues and concerns affecting school sites; provide timely advice and take appropriate action to resolve such issues in coordination with concerned stakeholders.</li> <li>Submit reportorial requirements on cases and complaints and the status of school site ownership to the appropriate Offices within the prescribed period.</li> </ul>	

Department of Education	JOB DESCRIPTION	JD No	Revision Code: 00
Position Title	Legal Assistant I	Salary Grade	10
Parenthetical Title	7	Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Legal Unit
Reports to	Attorney III	Effectivity Date	
Positions Supervised			

The Legal Assistant I supports the Schools Division Office Legal Unit by gathering, examining, and analyzing information or facts related to cases, matters, and issues received, submitted, or referred to the office. The position conducts investigations when necessary and provides comprehensive clerical, legal, and administrative assistance to the Attorney III. Through these functions, the Legal Assistant I contributes to the delivery of effective, efficient, judicious, and timely legal services, ensuring the smooth, responsive, and well-coordinated operations of the Legal Unit.

QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education Bachelors Degree			
Experience	None required		
Eligibility	Eligibility Career Service Professional (Second Level) Eligibility		
Trainings None Required			
B. Preferred Qualifications	B. Preferred Qualifications		
Education	Preferably with at least Units of Bachelor of Laws		
	Excellent written and verbal communication skills		
	Basic knowldge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the inernet		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES		
INVESTIGATION	<ul> <li>Conduct impartial, evidence-based, and timely preliminary or fact-finding investigations as directed by the Disciplining Authority.</li> <li>Prepare Notices of Order to Submit Counter-Affidavit / Answer, Notices of Hearing, and Clarificatory Orders, ensuring accuracy and compliance with legal procedures.</li> <li>Prepare comprehensive investigation reports based on verified facts, ensuring timeliness and adherence to due process.</li> </ul>		
IN-HOUSE GENERAL LEGAL SERVICES	<ul> <li>Draft simple or routine correspondence and communications in support of the Legal Unit's operations.</li> <li>Conduct legal research on applicable laws, rules, regulations, and jurisprudence to support case handling and policy implementation.</li> <li>Prepare Orders for the correction of entries in school records, subject to the evaluation of the Legal Officer.</li> <li>Coordinate with School Heads regarding legal issues and concerns related to school sites, ensuring proper documentation and resolution.</li> <li>Log, monitor, and follow up on schools' compliance with the Child Protection and Anti-Bullying Policies and consolidates related reports.</li> <li>Assist clients with legal concerns or issues received in person, by phone, or through electronic mail, ensuring prompt and courteous service.</li> <li>Consolidate reportorial requirements, including but not limited to complaints, case updates, and the status of school site ownership, and submits them to the appropriate offices within the prescribed period.</li> <li>Verify the pendency or non-pendency of administrative cases for the issuance of certifications or division clearances.</li> </ul>		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES		
RECORDS AND DATABASE MANAGEMENT	<ul> <li>Receive, record, and route documents addressed to the Legal Unit with attached routing slip and forward them to the appropriate person/office, ensuring proper tracking and status of documents.</li> <li>Maintain an organized filing system for case files, reports, and other legal-related communications, ensuring documented information is easily retrievable, accessible, and securely stored.</li> <li>Create and maintain secure databases on school site ownership and cases — including, but not limited to, child abuse and bullying — to ensure accurate tracking, reporting, and controlled access to information.</li> <li>Document proceedings of Legal Unit meetings such as clarificatory conferences, case briefings, and agreements; draft and distribute minutes to concerned parties, and safe keeps copies for future reference.</li> </ul>		
ADMINISTRATIVE SUPPORT	<ul> <li>Provide administrative assistance and support to ensure the smooth operations of the Legal Unit.</li> <li>Prepare and encode documents, reports, and presentations in electronic format for the Legal Unit</li> <li>Coordinate and facilitate the schedules of the Legal Unit's activities, including trainings, workshops, meetings, and appointments with other offices</li> <li>Coordinate the preparation and processing of documents required for the Legal Unit's activities and operations.</li> <li>Arrange and coordinate meetings and appointments with external parties, including scheduling dates, securing venues, and arranging meals as needed, and confirm details with all concerned.</li> <li>Prepare clearances and certifications as requested, securing the signature of the proper authorities.</li> <li>Coordinate travel bookings for staff as instructed and provide timely feedback on booking status.</li> <li>Ensure the security, proper maintenance, and availability of office equipment, as well as the timely replenishment of office supplies.</li> <li>Receive and route incoming calls or logs relevant information and promptly notifies the concerned party.</li> <li>Log concerns brought to the office and follow through on inquiries until resolution.</li> </ul>		

Section 1	JOB DESCRIPTION	JD No	Revision Code: 00
Department of Education			
Position Title	Administrative Officer IV	Salary Grade	15
Parenthetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Administrative Unit - Procurement
Reports to	Assistant Schools Division Superintendent Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Officer II		
46.	JOB SUM	IMARY	ivision Office (SDO), ensuring that all activities,
. NGR. SOUTHBARD DIDING	most guidelines. The position is in-charge of	the Procurement Unit,	2009, its Implementing Rules and Regulations supervises staff, coordinates closely with end-
users and the Bids and A	ment guidelines. The position is in-charge of wards Committee (BAC), and ensures transport planning, process management, contract of and delivers timely, guality goods and service	arency, accountability, oversight, and performes to support the SDO's	and efficiency in all procurement transactions. ance evaluation, the AO IV safeguards public operational and educational objectives.
users and the Bids and A	ment guidelines. The position is in-charge of wards Committee (BAC), and ensures transport planning, process management, contract of and delivers timely, guality goods and service	arency, accountability,	and efficiency in all procurement transactions. ance evaluation, the AO IV safeguards public operational and educational objectives.
users and the Bids and Av By integrating procurement resources, mitigates risks,	wards Committee (BAC), and ensures transport planning, process management, contract of and delivers timely, quality goods and service QUALIFICAT	arency, accountability, oversight, and performes to support the SDO's	and efficiency in all procurement transactions. ance evaluation, the AO IV safeguards public operational and educational objectives.
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users and the Bids and Ar By integrating procuremer resources. mitigates risks,  A. ĈŜC Prescribed C Edur Experimental Edur Experimental Edur Experimental Edur Experimental Edur Engresidad Edur Eligante Edur Tra	wards Committee (BAC), and ensures transport planning, process management, contract of and delivers timely, quality goods and service QUALIFICATION Bachelors degree relevant to the job rience 1 year relevant experience gibility Career Service Professional (Second linings 4 hours of relevant training cations	arency, accountability, oversight, and performes to support the SDO's ION STANDARDS  Level Eligibilty)	and efficiency in all procurement transactions. ance evaluation, the AO IV safeguards public operational and educational objectives.
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users and the Bids and Ar By integrating procuremer resources. mitigates risks,  A. CSC Prescribed C Educe Experiment    Educe Experiment    B. Preferred Qualifier    Educe Experiment    Educe Experiment    Educe Experiment    Educe Experiment    Educe Experiment    E	wards Committee (BAC), and ensures transport planning, process management, contract of and delivers timely, quality goods and service QUALIFICATION Bachelors degree relevant to the job rience 1 year relevant experience gibility Career Service Professional (Second linings 4 hours of relevant training cations	arency, accountability, oversight, and performes to support the SDO's ION STANDARDS  Level Eligibilty)	and efficiency in all procurement transactions. ance evaluation, the AO IV safeguards public operational and educational objectives.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul> <li>Facilitate the end-users in the preparation and completion of their procurement-related documents, ensuring compliance with existing procurement laws, rules, and guidelines such as RA 12009 or the New Government Procurement Act.</li> <li>Prepare the Division Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) by collecting, reviewing, and consolidating the Project Procurement Management Plans (PPMPs) of all SDO units, ensuring completeness, accuracy, and alignment with agency requirements, for approval of the Schools Division Superintendent (SDS) and submission to the DBM-Procurement Service within prescribed timelines.</li> <li>Supervise the submission the PPMP and other related procurement documents by end-user to ensure accuracy, completeness, and compliance prior to consolidation into the Division APP for recommendation to the BAC and approval by the Head of the Procuring Entity (HoPE).</li> <li>Organize and conduct quarterly end-user interface meetings in the SDO functional units to gather requirements, address procurement concerns, and provide guidance on proper documentation and timelines.</li> <li>Process, prepare, and validate Agency Procurement Requests (APRs) from end-users on a quarterly basis to ensure completeness, accuracy, and alignment with the approved APP prior to endorsement for approval or adjustment if necessary; and coordinate with DBM-Procurement Service for stock availability to determine whether supplies will be procured from the DBM depot or sourced externally.</li> <li>Facilitate and ensure the timely submission and compliance of required Government Procurement Policy Board (GPPB) reports, including the Division APP, CSE, Non-CSE, Agency Procurement Compliance and Performance Indicators (APCPI), and PhiloEPS postings.</li> <li>Plan, coordinate, and prioritize procurement tasks with the BAC and its Secretariat upon receipt of approved procurement requests, ensuring alignment with the approved Division APP and procurement schedules.</li> <li>Plan, oversee,</li></ul>

	<ul> <li>Maintain and update a market price database to support transparency, competitiveness, and value- for-money procurement decisions.</li> </ul>
Procurement Process Management	<ul> <li>Coordinate, facilitate, and monitor the procurement process from the preparation of procurement documents and posting of bid advertisements to the updating of the procurement tracking system in compliance with procurement laws, regulations and applicable GPPB guidelines.</li> <li>Prepare and issue Purchase Orders (POs) to winning bidders based on validated APRs and Purchase Requests (PRs), ensuring accuracy, completeness, and compliance with RA 12009 and other related procurement rules and regulations, and promptly serve the approved POs to facilitate timely delivery of goods and services.</li> <li>Implement procurement activities in collaboration with end-users, ensuring that all processes from preparation of bidding documents to posting of procurement opportunities adhere with existing procurement laws and regulations.</li> <li>Coordinate and facilitate BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li> <li>Prepare, facilitate, and document key procurement proceedings in the division, including but not limited to pre-procurement conferences, pre-bid conferences, bid submission, bid opening, evaluation, and post-qualification, in line with the principles of transparency, competitiveness, efficiency, and proportionality.</li> <li>Oversee the sale distribution, issuance and proper documentation of bidding documents to suppliers, contractors, consultants, and other interested parties, ensuring open access to information and compliance with participatory procurement practices.</li> <li>Update and maintain the procurement tracking system and PhilGEPS postings to ensure real-time visibility of procurement activities in the SDO and to support open contracting requirements under RA 12009.</li> <li>Provide technical guidance and assign tasks to the Administrative Officer II within the Procurement Unit, monitoring outputs for timeliness,</li></ul>

	the injuries of progurement contract management—covering
Procurement Contracts Management	<ul> <li>Plan, implement, and administer all stages of procurement contract management—covering contract execution, monitoring, and close-out—in accordance with RA 12009 and its IRR, ensuring transparency, accountability, and efficiency. This includes applying risk management measures to reduce, eliminate, or mitigate potential financial, legal, and procurement risks throughout the contract lifecycle.</li> <li>Monitor and track compliance with the terms and conditions of procurement contracts, coordinating with end-user units, suppliers, contractors, and consultants to address deviations and ensure contract performance.</li> <li>Communicate with the Procurement Management Service – Contract Management Division (ProcMS-CMD) regarding the delivery of goods procured by the Central Office (CO) and Regional Office (RO), ensuring timely receipt and proper documentation in the SDO.</li> <li>Facilitate acceptance procedures with end-user units for the inspection and acceptance of delivered goods and services and coordinate with the Finance Unit to support prompt processing and payment of contracts.</li> <li>Maintain and safeguard complete contract files and related documentation for monitoring, audit, and compliance purposes, ensuring alignment with RA 12009 principles of transparency, accountability, and efficiency.</li> </ul>
Procurement Monitoring and Evaluation	<ul> <li>Facilitate the preparation of Inspection Orders to be issued by the SDS, the authorized Head of the Administrative Section, by providing complete and accurate project details and item specifications for inspection in compliance with RA 12009 requirements.</li> <li>Track and monitor compliance of procurement processes with RA 12009, its IRR, GPPB issuances, DepEd procurement guidelines, and BAC Secretariat procedures, ensuring that all activities uphold the principles of transparency, accountability, and efficiency.</li> <li>Maintain and ensure accuracy of the procurement tracking system for all ongoing procurement activities and milestones, enabling real-time visibility, effective monitoring, and timely reporting.</li> <li>Track and measure performance of actual procurement activities against required timelines, prepare and submit Procurement Monitoring Reports (PMR) and APCPI reports to oversight agencies, including consolidated reports from SDOs under jurisdiction, in accordance with RA 12009 reporting requirements.</li> <li>Coordinate the initiation of sanction procedures against non-compliant or defaulting suppliers, contractors, and consultants, in accordance with the penalties and remedies provided under RA 12009 and its IRR.</li> </ul>

Secondary duties	<ul> <li>Perform other relevant functions as may be assigned by the supervisor.</li> </ul>

Department of Education	JOB DESCRIPTION	JD No	Revision Code: 00
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Administrative Unit - Procurement
Reports to	Administrative Officer IV	Effectivity Date	
Positions Supervised			
JOB SUMMARY			

The Administrative Officer II is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents; preparation of Contracts, Memoranda of Agreement (MOA), and Purchase Orders (POs) and other agreement documents in the Schools Division Office (SDO), specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's Degree relevant to the job			
Experience	None Required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None Required			
B. Preferred Qualifications	B. Preferred Qualifications			
Education				
Experience	1 year relevant experience in Procurement			
Eligibility				
Trainings	4 hours relevant training			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul> <li>Support the Administrative Officer (AO) IV in organizing and conducting quarterly enduser interface meetings by preparing schedules, sending notifications, securing venues and compiling reference materials.</li> <li>Guide the end-user units in completing procurement-related documents by providing templates, checking completeness of entries, and guiding them on required attachments in accordance with RA 12009.</li> <li>Compile and encode PPMPs from all SDO units for initial consolidation into the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE).</li> <li>Collect and consolidate PPMPs from end-user units, and coordinate with the Bids and Awards Committee (BAC) Secretariat, Planning, and Budget Units to ensure accuracy, completeness, and alignment with budget and procurement guidelines before endorsement to the AO IV.</li> <li>Provide logistical and clerical support in planning, prioritizing, and coordinating procurement tasks with the BAC Secretariat upon receipt of approved procurement requests from end-users, ensuring timely and efficient processing and proper documentation in line with approved procurement schedules.</li> <li>Receive and log submitted PPMPs and related procurement documents from end-users for review by the AO IV prior to consolidation into the Division APP.</li> <li>Prepare draft Agency Procurement Requests (APRs) based on consolidated end-user requirements for review by the AO IV and transmit approved APRs to DBM-Procurement Service for stock availability confirmation.</li> <li>Assist in the preparation and initial checking of required GPPB reports (e.g., APP, CSE, Non-CSE, APCPI, PhilGEPS postings) before submission to the AO IV for review and endorsement.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul> <li>Conduct and document market surveys by gathering current pricing, specifications, and supplier information for goods, services, and infrastructure, and submit the results to the AO IV for review and analysis.</li> <li>Collect and compile market survey data from various sources and coordinate with endusers to confirm technical specifications and supplier details for consolidation by the AO IV.</li> <li>Encode and update the market price database with validated survey results, ensuring accuracy, completeness, and accessibility for procurement planning and monitoring purposes.</li> </ul>
Procurement Process Management	<ul> <li>Prepare and organize draft procurement documents (e.g., bid forms, invitations, advertisements, requests for quotations, bid bulletins, notices of award, contracts, and notices to proceed) for initial review of the AO IV, ensuring accuracy and completeness.</li> <li>Post approved procurement opportunities and related notices (e.g., invitations to bid, request for quotations, bid bulletins, and annual procurement plan) in PhilGEPS and other authorized platforms, and update procurement tracking system and relevant databases.</li> <li>Provide administrative and logistical support in the conduct of post-qualification activities by preparing necessary documents, securing schedules, and recording proceedings, ensuring that all requirements are complete and ready for review by the BAC members and Technical Working Group (TWG).</li> <li>Coordinate and arrange schedules for BAC meetings, conferences, and bidding activities, including preparing procurement timelines, agendas, minutes of meetings, and BAC resolutions.</li> <li>Coordinate and facilitate with BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul> <li>Provide logistical and clerical support during procurement activities such as preprocurement conferences, pre-bid conferences, bid submission and opening, evaluation, and BAC deliberations.</li> <li>Issue and record the sale/distribution of bidding documents to suppliers, contractors, and consultants, maintaining accurate logs and supporting documents.</li> <li>Maintain and regularly update a supplier, contractor, consultant, and observer database for the SDO, ensuring accurate and current contact and performance information.</li> <li>Prepare and release POs after AO IV validation, record served POs for tracking and transmit documents to concerned offices for processing.</li> <li>Maintain orderly procurement files and archive for all transactions, ensuring they are complete, accessible, and audit ready.</li> <li>Provide administrative assistance in the conduct of procurement-related trainings and activities initiated by the Central Office (CO) and Regional Office (RO) for end-users in the SDO.</li> </ul>
Procurement Contracts Management	<ul> <li>Support the AO IV in managing procurement contracts by assisting in the planning and organization of all stages of contract administration to help reduce, eliminate, or mitigate financial, legal, and procurement-related risks.</li> <li>Provide administrative and logistical support in monitoring supplier, contractor, and consultant compliance with the specified terms and conditions of procurement contracts, including tracking deliverables, timelines, and performance.</li> <li>Coordinate with the Procurement Management Service – Contract Management Division (ProcMS-CMD) on matters relating to the delivery of goods procured by the CO and RO, ensuring timely documentation and communication.</li> <li>Facilitate coordination with end-user units for the inspection and acceptance of delivered goods and services and liaise with the Finance Unit to help ensure prompt payment of contracts.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.
Procurement Monitoring and Evaluation	<ul> <li>Draft Inspection Orders with complete project and item details based on approved documents for signature by the Schools Division Superintendent (SDS) or authorized official.</li> <li>Monitor and record the progress of procurement activities against set timelines, and report variances to the AO IV.</li> <li>Gather and organize procurement-related data to support the preparation and timely submission of reports to oversight agencies, including but not limited to the Procurement Monitoring Report (PMR) and the Agency Procurement Compliance and Performance Indicators (APCPI).</li> <li>Compile and prepare data for monthly, quarterly, and annual accomplishment reports, as well as other required documentation for the BAC and its Secretariat, ensuring accuracy and on-time submission to concerned offices.</li> <li>Conduct and encode results of market surveys to update the latest prices of goods, services, and equipment, and maintain an up-to-date price database for use in procurement planning and evaluation.</li> <li>Maintain an updated procurement tracking system and ensure all milestones are recorded.</li> <li>Keep records of supplier and contractor performance issues for possible sanction proceedings.</li> </ul>
Administrative and Records Management	<ul> <li>Provide administrative and clerical support to the SDO Inspectorate Team by preparing and furnishing reference documents for inspections, ensuring proper documentation, and facilitating timely submission of inspection reports to the CO.</li> <li>Coordinate with end-user units on the delivery of goods procured by the CO or RO, confirming receipt and assisting in related documentation requirements.</li> </ul>

KEY RESULT AREAS	Duties and <b>Responsibilities</b>
	<ul> <li>Assist in the administrative processing of sanctions against non-compliant suppliers, contractors, and consultants, in accordance with applicable procurement rules and procedures.</li> <li>Coordinate and facilitate meetings with end-users by arranging schedules, preparing materials, and ensuring that proceedings are documented for reference and follow-up.</li> </ul>
Secondary duties	Perform other relevant functions as may be assigned by the supervisor.