

Republic of the Philippines

Department of Education
REGION IV-A CALABARZON



Personnel-RM-2025-690

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

1. 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 bhrod.oed@deped.gov.ph 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

MB
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:

1. 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 NOSCA's 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 bhrod.oed@deped.gov.ph or landline at (02) 8633-5375.

Please be guided accordingly.

ANNEX A

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:

Summary per Regional Office	
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

REGION IV-A			
Division	Office/Unit	Position Title	No. of Positions
Bacoor City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cavite City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Imus City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tayabas City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Antipolo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Batangas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Biñan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cabuyao City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Calamba City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Dasmariñas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
General Trias City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Lipa City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Lucena City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Pablo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1

San Pedro City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sta. Rosa City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sto. Tomas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tanauan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Batangas	Procurement Unit	AO IV	1
		AO II	1
Cavite	Procurement Unit	AO IV	1
		AO II	1
Laguna	Procurement Unit	AO IV	1
		AO II	1
Rizal	Procurement Unit	AO IV	1
		AO II	1
Quezon	Procurement Unit	AO II	1
			67

List of CTI Positions for Abolition

REGION	DIVISION	ORG. CODE	OFFICE / SCHOOL	UACS_FPAP_OSC	POSITION TITLE	SALARY GRADE (GMS)	STEP	BASIC ANNUAL	BASIC MONTHLY	ITEM NUMBER	YEAR CREATED	POSITION CATEGORY	POSITION STATUS
Central Office	Central Office		Office of the Secretary - Proper	General Management and Supervision	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-29-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3	General Services Division	General Management and Supervision	Administrative Aide I		9	165,360	13,780	OSEC-DECSB-ADA1-41-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3	General Services Division	General Management and Supervision	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-06-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3	Baguio Teachers Camp	General Management and Supervision	Administrative Aide I		9	165,360	13,780	OSEC-DECSB-ADA1-81-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3	Baguio Teachers Camp	General Management and Supervision	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-71-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3	Baguio Teachers Camp	General Management and Supervision	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-79-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Malabon City	217	Division of Malabon - School Governance and Operations Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-9034-2003	2003	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Malabon City	217	Division of Malabon - School Governance and Operations Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-9043-2003	2003	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30604-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30683-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30543-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30546-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30621-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30791-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30520-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30642-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30797-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30755-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30624-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30649-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30667-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30577-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30486-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30743-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30612-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30661-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30761-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109	School Governance and Operation Division	Policy and Research Program	Administrative Aide I		1	156,000	13,000	OSEC-DECSB-ADA1-30615-2004	2004	Non-Teaching	Unfilled

Region VIII - Eastern Visayas	Division of Borongan City	3470.1	Office of the Schools Division - Borongan City Division	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-540442-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-540352-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Regional Office - Proper	3126	Office of the Regional Director	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-540256-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-20-2004	2004	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	675	Mataragan National Agricultural High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-90010-1998	1998	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	675	Mataragan National Agricultural High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-90009-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Makati	208.6	Division of Makati- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30043-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30053-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	131	Manuel L. Quezon High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30054-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30041-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of Dagupan City	241.4352	Division of Dagupan City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-60028-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of Laoag City	241.4592	Division of Laoag City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-60015-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of San Carlos City	241.4662	Division of San Carlos City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	8	174,936	14,578	OSEC-DECSB-ADA2-60023-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Batanes	811.1	Office of the Schools Division Superintendent- Batanes	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-120007-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	898.0005	Gamu Rural School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-120026-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	924.0007	San Mateo Vocational and Industrial School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-120037-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	953.3	Kasibu National Agricultural School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-120005-2023	2023	Non-Teaching	Unfilled
Region II - Cagayan Valley	Regional Office - Proper	802.8	Administrative Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-120014-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0001	Division of Nueva Ecija - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-150026-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0001	Division of Nueva Ecija - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-150025-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Fernando City	1292.0048	Division of City of San Fernando- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-150014-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Batangas City	1544	Office of the Schools Division Superintendent, Division of Batangas City	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-270240-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Laguna	1851	Gov. Feliciano T. San Luis Integrated Senior High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-270242-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Lucena City	1831	Elementary Education, Division of Lucena City	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-270236-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	School Governance and Operations Division	Policy and Research Program	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-300023-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-300021-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Regional Office - Proper	1850.0007	Administrative Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-300013-2004	2004	Non-Teaching	Unfilled

Region II - Cagayan Valley	Division of Batanes	813.1	Office of the Schools Division Superintendent - Batanes	General Management and Supervision	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-120001-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	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-120011-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	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-120010-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	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
Region II - Cagayan Valley	Division of Tuguegarao City	821.6	Cagayan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Fiscal Clerk 1	4	1	187,032	15,586	OSEC-DECSB-FCK1-7-2016	2016	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Aurora	1012.3	Elementary Education-Aurora	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-150019-2003	2003	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.32	Division of Nueva Ecija-Talavera North District	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-150022-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Batangas City	1536	Elementary Education, Division of Batangas City	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240027-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Cavite	1466	Elementary Education, Division of Cavite	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240031-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Cavite	1466	Elementary Education, Division of Cavite	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240038-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Dasmariñas City	1845.0002	Dasmariñas Integrated High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240035-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	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
Region IVA - CALABARZON	Division of San Pablo City	1848.0001	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
Region IVA - CALABARZON	Division of San Pablo City	1848.0001	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-240063-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Sta. Rosa City	1844	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
Region IVB - MIMAROPA	Division of Marinduque	3746.1	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 Puerto Princesa City	2094.3	School Governance and Operations Division	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240002-2000	2000	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Dipolog City	3313.041	Division of Dipolog City Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-570028-1998	1998	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Norte	3833.1	Division of Zamboanga del Norte Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-570016-1998	1998	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3876	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
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3877.1	Division of Zamboanga del Sur Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-570022-1998	1998	Non-Teaching	Unfilled
Region V - Bicol	Division of Naga City	2213	DIVISION OF NAGA CITY- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-390145-1998	1998	Non-Teaching	Unfilled


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Region IVA - CALABARZON	Division of San Pablo City	1848.0001	Elementary Education, Division of San Pablo City	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270371-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300062-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300056-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300061-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300068-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300065-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300059-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300064-2004	2004	Non-Teaching	Unfilled
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	OSEC-DECSB-ADA4-300066-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3877.1	Division of Zamboanga del Sur Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-570060-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390223-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390227-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390228-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390224-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390222-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Sorsogon	2217.5	DIVISION OF SORSOGON- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390239-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Sorsogon	2217.5	DIVISION OF SORSOGON- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390249-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Sorsogon	2217.5	DIVISION OF SORSOGON- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390237-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-510044-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-510040-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-510046-2004	2004	Non-Teaching	Unfilled

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Region III - Central Luzon	Division of Angeles City	1019.012	Division of Angeles City- Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150010-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Angeles City	1019.013	Division of Angeles City- School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150018-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Mabalacat City	1021.71	Division of Mabalacat City- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150003-2013	2013	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0001	Division of Nueva Ecija - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150027-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0003	Division of Nueva Ecija - School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150004-2007	2007	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Olongapo City	1021.001	Division of Olongapo City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150021-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Fernando City	1292.0041	Division of City of San Fernando- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150022-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Fernando City	1292.005	Division of City of San Fernando- Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150008-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Jose del Monte City	1266.031	Division of San Jose Del Monte City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150023-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Jose del Monte City	1266.1	Division of San Jose Del Monte City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150007-2011	2011	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150004-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150005-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150002-2011	2011	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150017-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac City	1021.32	Division of Tarlac City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-150026-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Antipolo City	1381	Office of the Schools Division Superintendent, Division of Antipolo City	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-35-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Batangas	1814	Elementary Education, Division of Batangas	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	5	137,932	28,161	OSEC-DECSB-LIB1-270004-2009	2009	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Quezon	1613	Elementary Education, Division of Quezon	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-270005-2010	2010	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Calapan City	3714.5	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300011-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Calapan City	3714.5	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300007-2009	2009	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-300011-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300001-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300002-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADO2-300014-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300003-2009	2009	Non-Teaching	Unfilled

Region II - Cagayan Valley	Division of Nueva Vizcaya	Nueva Vizcaya General Comprehensive High School	High School (Grade 7 to Grade 10)	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-AD046-120018-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	Office of the Schools Division Superintendent	Supervision	Communications Equipment Operator II	6	7	220,548	18,379	OSEC-DECSB-CE02-1-2020	2020	Non-Teaching	Unfilled	
Region II - Cagayan Valley	Division of Tuguegarao City	821.2 Tuguegarao	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Accounting Clerk II	6	1	210,636	17,553	OSEC-DECSB-AC-6-2016	2016	Non-Teaching	Unfilled	
Region II - Cagayan Valley	Division of Tuguegarao City	821.6 Cagayan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Mechanic II	6	1	210,636	17,553	OSEC-DECSB-MEC03-120001-2008	2008	Non-Teaching	Unfilled	
Region II - Cagayan Valley	Division of Tuguegarao City	821.6 Cagayan National High School	General Management and Supervision	Clerk II	6	1	210,636	17,553	OSEC-DECSB-CER-8-2018	2018	Non-Teaching	Unfilled	
Region X - Northern Mindanao	Division of Iligan City	Office of the Schools Division Superintendent	Development and Management of Bilingual and Multilateral Education Projects	Project Development Assistant	8	1	238,938	19,744	OSEC-DECSB-PDX-3-1998	1998	Non-Teaching	Unfilled	
Central Office	Central Office	18.3 Project Management Division	Disaster Preparedness and Response Program	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-46-2004	2004	Non-Teaching	Unfilled	
Central Office	Central Office	6 Disaster Risk Reduction and Management Service	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-9-2004	2004	Non-Teaching	Unfilled	
Central Office	Central Office	7.3 Budget Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-8-2004	2004	Non-Teaching	Unfilled	
Central Office	Central Office	7.3 Budget Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-51-2004	2004	Non-Teaching	Unfilled	
Central Office	Central Office	14.2 Curriculum Standards Development Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-390012-2004	2004	Non-Teaching	Unfilled	
Region V - Bicol	Regional Office - Proper	2213 Science Division	Organizational and Professional Development for Non-Teaching Personnel	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-510001-1998	1998	Non-Teaching	Unfilled	
Region VII - Central Visayas	Regional Office - Proper	2623 Human Resource Development Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-AD043-750001-2014	2014	Non-Teaching	Unfilled	
Region XI - Davao	Division of Digos City	Office of the Schools Division Superintendent	National Assessment Systems for Basic Education	Education Research Assistant II	10	1	278,112	23,176	OSEC-DECSB-ED042-4-1998	1998	Teaching	Unfilled	
Central Office	Central Office	17.2 Education Research Division	General Management and Supervision	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-AD041-37-2004	2004	Non-Teaching	Unfilled	
Region IVA - CAAARAZON	Division of Cavite	Office of the Schools Division Superintendent	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Cashier I	10	1	278,112	23,176	OSEC-DECSB-CASH-390001-2008	2008	Non-Teaching	Unfilled	
Region V - Bicol	Division of Camarines Norte	2214 6011 Based National High School, Bantay	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-AD041-390049-2004	2004	Non-Teaching	Unfilled	
Region V - Bicol	Division of Camarines Norte	2214 6015 Bulaya ra Luna National High School, Labo	General Management and Supervision	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-AD041-510913-2004	2004	Non-Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEI01-540051-1998	1998	Teaching	Unfilled	
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Region VIII - Eastern Visayas	Division of Northern Samar	Bacon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	2					

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00		
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 SUMMARY					
To provide effective, efficient, judicious and expeditious legal service to the Schools Division Office (SDO) through: <ul style="list-style-type: none"> • impartial, evidence-based, and speedy disposition of administrative cases and complaints; • effective and efficient in-house general legal services; • safeguarding the Department's rights and interest on school sites; and • constant monitoring and timely submission of reportorial requirements required by law. 					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
	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 one (1) year of supervisory and managerial experience				
	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 style="list-style-type: none"> • Evaluate complaints thoroughly to determine their validity, scope, and the appropriate course of action. • 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. • 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.
IN-HOUSE GENERAL LEGAL SERVICES	<ul style="list-style-type: none"> • 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. • Assist the Formal Investigation Committee as <i>amicus curiae</i> by offering specialized legal guidance, ensuring strict adherence to procedural rules, and clarifying legal issues during formal investigations. • Serve as Special Prosecutor in formal investigations when designated by the Disciplining Authority, representing the interests of the Department and ensuring due process. • Prepare, review, and provide legal assessment of contracts, Memoranda of Agreement (MOA), and other legal instruments involving DepEd to safeguard the Department's interests. • Review and sign division clearances certifying the pendency or non-pendency of administrative cases involving personnel. • Issue Certificates of No Pending Case for non-teaching personnel, ensuring accuracy and compliance with existing DepEd policies.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • 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. • 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.
SAFEGUARDING OF SCHOOL SITES OWNERSHIP	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • Submit reportorial requirements on cases and complaints and the status of school site ownership to the appropriate Offices within the prescribed period.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Legal Assistant I	Salary Grade	10
Parentetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Legal Unit
Reports to	Attorney III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>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.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors Degree		
Experience	None required		
Eligibility	Career Service Professional (Second Level) Eligibility		
Trainings	None Required		
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 internet		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INVESTIGATION	<ul style="list-style-type: none"> • Conduct impartial, evidence-based, and timely preliminary or fact-finding investigations as directed by the Disciplining Authority. • Prepare Notices of Order to Submit Counter-Affidavit / Answer, Notices of Hearing, and Clarificatory Orders, ensuring accuracy and compliance with legal procedures. • Prepare comprehensive investigation reports based on verified facts, ensuring timeliness and adherence to due process.
IN-HOUSE GENERAL LEGAL SERVICES	<ul style="list-style-type: none"> • Draft simple or routine correspondence and communications in support of the Legal Unit's operations. • Conduct legal research on applicable laws, rules, regulations, and jurisprudence to support case handling and policy implementation. • Prepare Orders for the correction of entries in school records, subject to the evaluation of the Legal Officer. • Coordinate with School Heads regarding legal issues and concerns related to school sites, ensuring proper documentation and resolution. • Log, monitor, and follow up on schools' compliance with the Child Protection and Anti-Bullying Policies and consolidates related reports. • Assist clients with legal concerns or issues received in person, by phone, or through electronic mail, ensuring prompt and courteous service. • 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. • Verify the pendency or non-pendency of administrative cases for the issuance of certifications or division clearances.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
RECORDS AND DATABASE MANAGEMENT	<ul style="list-style-type: none"> • 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. • Maintain an organized filing system for case files, reports, and other legal-related communications, ensuring documented information is easily retrievable, accessible, and securely stored. • 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. • 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.
ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none"> • Provide administrative assistance and support to ensure the smooth operations of the Legal Unit. • Prepare and encode documents, reports, and presentations in electronic format for the Legal Unit • Coordinate and facilitate the schedules of the Legal Unit's activities, including trainings, workshops, meetings, and appointments with other offices • Coordinate the preparation and processing of documents required for the Legal Unit's activities and operations. • 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. • Prepare clearances and certifications as requested, securing the signature of the proper authorities. • Coordinate travel bookings for staff as instructed and provide timely feedback on booking status. • Ensure the security, proper maintenance, and availability of office equipment, as well as the timely replenishment of office supplies. • Receive and route incoming calls or logs relevant information and promptly notifies the concerned party. • Log concerns brought to the office and follow through on inquiries until resolution.


	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Officer IV	Salary Grade	15
Parentetical 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		
JOB SUMMARY			
<p>The Administrative Officer IV oversees and manages the full procurement cycle in the Schools Division Office (SDO), ensuring that all activities, from planning and bidding to contract administration and monitoring are compliance with RA 12009, its Implementing Rules and Regulations (IRR), and related procurement guidelines. The position is in-charge of the Procurement Unit, supervises staff, coordinates closely with end-users and the Bids and Awards Committee (BAC), and ensures transparency, accountability, and efficiency in all procurement transactions. By integrating procurement planning, process management, contract oversight, and performance evaluation, the AO IV safeguards public resources, mitigates risks, and delivers timely, quality goods and services to support the SDO's operational and educational objectives.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience	2 years relevant experience in Procurement		
Eligibility			
Trainings	8 hours relevant training		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul style="list-style-type: none"> • 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. • 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. • 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). • 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. • 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. • 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 PhilGEPS postings. • 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. • Plan, oversee, and analyze market surveys to gather accurate and up-to-date pricing, specifications, and supplier information for use in preparing PPMPs and the APP, in compliance with RA 12009. • Coordinate with end-user units and the BAC Secretariat to integrate validated market survey data into technical specifications, cost estimates, and procurement schedules.

	<ul style="list-style-type: none"> • Maintain and update a market price database to support transparency, competitiveness, and value-for-money procurement decisions.
Procurement Process Management	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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. • 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. • 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. • Provide technical guidance and assign tasks to the Administrative Officer II within the Procurement Unit, monitoring outputs for timeliness, accuracy, and adherence to procurement schedules and quality standards. • Maintain complete and accurate procurement records to support audit, monitoring, and evaluation, ensuring that all documentation meets the accountability and sustainability standards mandated by the existing procurement law.

Procurement Contracts Management	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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.
Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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.

Secondary duties	<ul style="list-style-type: none">• Perform other relevant functions as may be assigned by the supervisor.
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 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	None		
JOB SUMMARY			
<p>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.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's Degree relevant to the job		
Experience	None Required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None Required		
B. Preferred Qualifications			
Education			
Experience	1 year relevant experience in Procurement		
Eligibility			
Trainings	4 hours relevant training		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul style="list-style-type: none"> • Support the Administrative Officer (AO) IV in organizing and conducting quarterly end-user interface meetings by preparing schedules, sending notifications, securing venues, and compiling reference materials. • 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. • Compile and encode PPMPs from all SDO units for initial consolidation into the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE). • 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. • 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. • 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. • 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. • 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • 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. • Collect and compile market survey data from various sources and coordinate with end-users to confirm technical specifications and supplier details for consolidation by the AO IV. • Encode and update the market price database with validated survey results, ensuring accuracy, completeness, and accessibility for procurement planning and monitoring purposes.
Procurement Process Management	<ul style="list-style-type: none"> • 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. • 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. • 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). • Coordinate and arrange schedules for BAC meetings, conferences, and bidding activities, including preparing procurement timelines, agendas, minutes of meetings, and BAC resolutions. • 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Provide logistical and clerical support during procurement activities such as pre-procurement conferences, pre-bid conferences, bid submission and opening, evaluation, and BAC deliberations. • Issue and record the sale/distribution of bidding documents to suppliers, contractors, and consultants, maintaining accurate logs and supporting documents. • Maintain and regularly update a supplier, contractor, consultant, and observer database for the SDO, ensuring accurate and current contact and performance information. • Prepare and release POs after AO IV validation, record served POs for tracking and transmit documents to concerned offices for processing. • Maintain orderly procurement files and archive for all transactions, ensuring they are complete, accessible, and audit ready. • 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.
Procurement Contracts Management	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.
Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • Draft Inspection Orders with complete project and item details based on approved documents for signature by the Schools Division Superintendent (SDS) or authorized official. • Monitor and record the progress of procurement activities against set timelines, and report variances to the AO IV. • 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). • 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. • 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. • Maintain an updated procurement tracking system and ensure all milestones are recorded. • Keep records of supplier and contractor performance issues for possible sanction proceedings.
Administrative and Records Management	<ul style="list-style-type: none"> • 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. • Coordinate with end-user units on the delivery of goods procured by the CO or RO, confirming receipt and assisting in related documentation requirements.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">• Assist in the administrative processing of sanctions against non-compliant suppliers, contractors, and consultants, in accordance with applicable procurement rules and procedures.• Coordinate and facilitate meetings with end-users by arranging schedules, preparing materials, and ensuring that proceedings are documented for reference and follow-up.
Secondary duties	<ul style="list-style-type: none">• Perform other relevant functions as may be assigned by the supervisor.