



Republic of the Philippines
Department of Education
Region V
Schools Division Office - Sorsogon

October 9, 2023

DIVISION MEMORANDUM

No. 211, s. 2023

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE
ASSESSMENT FOR NEWLY CREATED ADMINISTRATIVE OFFICER II AND
PROJECT DEVELOPMENT OFFICER I POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public School District Supervisors/OIC-PSDSs
School Administrators
All Others Concerned

1. This Office is pleased to inform the field that SDO Sorsogon Province has been allocated newly created Administrative Officer II and Project Development Officer I positions.
2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will conduct a comparative assessment of the mentioned non-teaching items.
3. Included in this memorandum marked as **Annex A** is the Notice of Vacancy which includes the Position Title, Plantilla Item No., Salary Grade, Qualification Standards, number of vacancies and place of assignment.
4. **Annex B** are the list of requirements to be submitted which are the folder for initial evaluation, and the envelope containing the documents needed during the comparative assessment.
5. **Annex C** is the Checklist of Requirements with the Omnibus Sworn statement and Data Privacy Consent which should be duly signed by the applicant.
6. **Annexes D1 and D2** are the duties and responsibilities of each position.
7. **DepEd Order No. 7, s. 2023** otherwise known as the **Guidelines on Recruitment, Selection and Appointment in the Department of**





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Education will be the reference for the conduct of the comparative assessment.

8. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed to the comparative assessment. The folders containing the documents for assessment will be sealed after the initial evaluation.
9. The deadline of submission is on **October 19, 2023 at 3:00 P.M.** **It is therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.
10. This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations and disability.
11. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
12. The venue for the comparative assessment will be at the QMS Center beside the office of the undersigned from 8:00 AM to 5:00 PM. HRMPSB members and applicants are still encouraged to adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
13. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website (depedsorsogon.com.ph), at the office of the Personnel Section and through social media platforms.
14. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
15. Immediate and wide dissemination of this Memorandum is desired.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



ANNEX A

NOTICE OF VACANCY

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Project Development Officer I	OSEC-DECSB-PDO1- 390009-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Bulan South CS / Bulan North Central School-A/ Bulan North CS-B
2	Project Development Officer I	OSEC-DECSB-PDO1- 390010-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Magallanes North CS / Caditaan ES, Magallanes South / Eduardo Lee Chan MS (Magallanes South)
3	Project Development Officer I	OSEC-DECSB-PDO1- 390011-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Cumadcad CS / San Vicente ES, Castilla West / Sogoy ES, Castilla West
4	Project Development Officer I	OSEC-DECSB-PDO1- 390012-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Irosin Central School / Carriedo ES, Irosin / Monbon ES, Irosin
5	Project Development Officer I	OSEC-DECSB-PDO1- 390013-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Pilar I Central School / Banuyo ES, Pilar I / San Antonio ES, Pilar I
6	Project Development Officer I	OSEC-DECSB-PDO1- 390014-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Gubat North CS / Barcelona Central School / Aguinaldo ES, Gubat North
7	Project Development Officer I	OSEC-DECSB-PDO1- 390015-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Casiguran CS / Biriran Elementary School / Jose G. Alindogan ES, Juban
8	Project Development Officer I	OSEC-DECSB-PDO1- 390016-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Castilla East CS / Milagrosa Elementary School / San Isidro ES, Castilla West
9	Project Development Officer I	OSEC-DECSB-PDO1- 390017-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Matnog CS / Culasi ES, Matnog / Sta. Magdalena CS

10	Project Development Officer I	OSEC-DECSB-PDO1-390018-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Vicente ES, Bulan South / Fabrica Elementary School, Bulan South / Alberto de Castro ES, Bulan South
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390006-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Cabugao NHS, Donsol West
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390007-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Rafael High School, Pilar
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390008-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Olandia Elementary School, Barcelona
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390009-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Paghaluban Elementary School, Barcelona
15	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390010-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Cadandanan ES, Bulan North
16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390011-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Bliss Elementary School, Bulan South
17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390012-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Taromata I, Bulan South
18	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390013-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Antonio ES, Bulusan
19	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390014-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Jose (Lower) PS, Bulusan
20	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390015-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Tiris ES, Casiguran

21	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390016-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Monte Carmelo ES, Castilla East
22	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390017-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Caburacan ES, Castilla West
23	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390018-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Rosal ES, Castilla West
24	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390019-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Banban ES, Donsol East
25	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390020-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Gogon ES, Donsol East
26	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390021-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Mabini ES, Donsol East
27	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390022-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Malapoc ES, Donsol West
28	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390023-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Parina ES, Donsol West
29	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390024-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Francisco ES, Donsol West
30	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390025-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Sibago Elementary School, Donsol West
31	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390026-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Old Maguisa ES, Donsol West

32	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390027-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Patag ES, Gubat North
33	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390028-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Bulawan ES, Irosin
34	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390029-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Liang Elementary School, Irosin
35	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390030-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Mapaso ES, Irosin
36	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390031-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Isidro ES, Irosin
37	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390032-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Sto. Domingo ES (Lamboon), Irosin
38	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390033-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Jagusara ES, Juban
39	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390034-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Behia Elementary School, Magallanes North
40	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390035-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Calintaan ES, Matnog
41	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390036-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Calongay Elementary School, Pilar I
42	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390037-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Mabanate ES, Pilar I

43	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390038-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Provenir ES, Pilar I
44	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390039-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Cagdongon ES, Pilar II
45	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390040-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Catamlangan ES, Pilar II
46	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390041-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Lourdes ES, Pilar II
47	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390042-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Naspi Elementary School, Pilar II
48	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390043-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Pudo ES, Pilar II
49	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390044-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Bayawas ES, Pilar II
50	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390045-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Lupi Elementary School, Prieto Diaz
51	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390046-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Sta. Lourdes ES, Prieto Diaz
52	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390047-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Ulag Elementary School, Prieto Diaz
53	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390048-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	San Antonio ES, Sta. Magdalena



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ANNEX B

LIST OF DOCUMENTS TO BE SUBMITTED

A. Folder for Initial Evaluation

- a. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- b. Photocopy of Certificate/s of Training;
- c. Service Record;
- d. Copy of PRC License and/or CSC Eligibility
- e. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official.

**B. Envelope for the Comparative Assessment
(to be sealed after the initial evaluation)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.
- b. Duly Accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable.
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
- h. Photocopy Latest Appointment, if applicable;
- i. Photocopy of the Performance Rating in the last three (3) rating period(s) covering (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRPMPSTB for comparative assessment, including but not limited to:
 - i. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled. If applicable.



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT


CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.


 Name and Signature of Applicant

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

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

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

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

 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: ____
	Position Title	Project Development Officer I	Salary Grade	11
Parentetical Title	None	Governance Level	School	
Unit	Elementary School or Junior High School	Division	None	
Reports to	School head	Effectivity Date	None	
Positions Supervised	None	Page/s		
JOB SUMMARY				
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's degree relevant to the job			
Experience	None required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None required			