



Republic of the Philippines
Department of Education
Region V- Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 17, 2026

DIVISION MEMORANDUM
No. 407, s. 2026

81826441

ANNOUNCEMENT OF COMPARATIVE ASSESSMENT OF VACANT POSITIONS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. This Office informs the field of assessment for the following non-teaching, and teaching related vacant positions:

Position	No of Vacancy	Salary	District / School Assignment	Qualification Standards (Minimum Requirements)
Administrative Officer II (AO II)	3	SG 11 (P 31,705)	JHS	Education : Bachelors degree relevant to the job Experience : None Required Training : None Required Eligibility : Career Service Professional (Second Level Eligibility)
Administrative Assistant III (ADAS III)	2	SG 9 (P 24,329)	SDO OSDS	Education : Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) Experience : 1 year relevant experience (preferably finance activities/tasks) Training : 4 hours of relevant training (preferably finance activities/tasks) Eligibility : Career Service (Sub Professional) First Level Eligibility



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Administrative Assistant II (ADAS II)	7	SG 8 (P 22,423)	1 – OSDS 2 – JHS 3 – SHS 1 – Elem	Education : Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) Experience : 1 year relevant experience (preferably finance activities/tasks) Training : 4 hours of relevant training (preferably finance activities/tasks) Eligibility : Career Service Professional (Second Level Eligibility)
Registrar I (RI)	1	SG 11 (P 31,705)	Bacong NHS SHS	Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Service Professional (Second Level Eligibility)
Administrative Aide I	1	SG 1 (P 14,634)	LNHS	Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None
Public Schools District Supervisor	1	SG 22 (P 81,796)	SDO CID	Education : Master's Degree in Education or other relevant master's degree Experience : 5 years of cumulative experience in instructional supervision and school management Training : 16 hours of relevant training Eligibility : RA 1080 (Teacher)

2. The Schedule of Activities for assessment is as follows:

Activity	Position to be Assessed	Date and Time
Pre-registration of Interested Applicants (through submitting the Documentary Requirements in PDF Forms and hard copy)		August 17 to 28, 2026
Initial Evaluation of applicant's documents		August 31 to September 2, 2026
Notification of Qualified Applicants		September 3 to 4, 2026
Assessment of Documents, Behavioural Events Interview, Skill Test and Written Examination	AO II, ADAS III, ADAS II, UTW I, RI and PSDS	September 7 to 10, 2026



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3. Qualified and interested applicants are requested to pre-register by completing the Google form at this link <https://bit.ly/SDOLIGAOCITYPREREGISTRATIONOFAPLICANTS> and submitting one (1) photocopy (hard copy) of the Documentary Requirements / Pertinent Documents at the Personnel Section on or before August 28, 2026.

4. All notified qualified applicants who meet the above qualification standards are advised to bring the original documents on the scheduled date of assessment at the SDO Ligao City, ASDS Office. The documents must be prepared in the following sequence:

Documentary Requirements:

- a. Letter of Intent addressed to the Head of Office containing the following information:
 - a.1. Statement of purpose/ expression of interest; and
 - a.2. Learning area/subject group they intend to teach, if applicable
 - b. Duly Accomplished Personal Data Sheet (CSC Form 212, revised 2025) with attached Work Experience Sheet;
 - c. Photocopy of Voter's ID and/or any proof of residency;
 - d. Photocopy of valid and updated PRC License/ID, if applicable;
 - e. Photocopy of Certificate of Eligibility / Rating, if applicable;
 - f. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with Certificate of General Weighted Average and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, 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 (for those applying for promotion);
 - i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
 - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
 - k. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current /latest position prior to the deadline of submission, if applicable;
 - l. 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 A*) sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
 - m. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. For **Non-Teaching Position – Means of Verification (MOV's – Annex B)** showing Outstanding Accomplishments.
5. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) shall not warrant exclusion from the pool of official applicants.

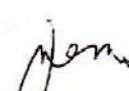


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6. No additional documents shall be accepted after the deadline.
7. This office shall adopt an open ranking system guided by DepEd Order 20, s. 2024 (Teaching Positions), DepEd Order No. 7, s. 2023 (Non-Teaching and Teaching Related Position), DepEd Order No. 19, s. 2022, CSC MC No. 14, s. 2018 and other related issuances.
8. Qualified applicants will be notified through the contact number and email address provided in their Personal Data Sheet.
9. This office adheres to the principle of equal opportunity for all in the recruitment, selection, and appointment of personnel in the first and second level positions in all units, sections and schools covering all officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity.
11. Expenses related to the conduct of the above activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. Immediate and widest dissemination of this memorandum is desired.


NYMPHA D. GUOMO
Schools Division Superintendent





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**MEANS OF VERIFICATION (MOV)
(FOR NON-TEACHING and RELATED TEACHING POSITIONS)**

1. **OUTSTANDING ACCOMPLISHMENTS** – refers to meritorious contributions of an applicants, such as ideas, inventions or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and / or savings in government spending.

- a. **Awards and Recognition** – refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

- a.1. *Citation or Commendation* – shall apply only to applicants for **General Services positions**.

MOV: Letter of Citation or Commendation from previous employer

- a.2. *Academic or Inter-School Awards* – shall apply only to applicants with no or less than one (1) year work experience (e.g. fresh graduates)

MOV : A. Academic or inter-school award; or
B. Ten Outstanding Students of the Philippines (TOSP) Award; or
C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

- a.3. *Outstanding Employee Award* – shall apply to applicants with previous work experience, or those applying to positions with experience requirement

MOV : A. Any issuance, memorandum or document showing the Criteria for the search; and
B. Certificate of Recognition/Merit

- b. **Research and Innovation**

MOV :

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
B. Accomplishment Report Verified by the Head of Office
C. Certification of Utilization of the innovation or research, within the school/office duly signed by the Head of Office.
D. Certification of adoption of the innovation or research by another school / office duly signed by the Head of Office
E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research



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- c. **Subject Matter Expert / Membership in National TWGs or Committees** – shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning materials. Subject matter expertise or membership in NTWG's or Committees must, however, be relevant to the position being applied for.

MOV :

- A. Issuance or Memorandum showing the membership in NTWG or Committee;
 - B. Certificate of Participation or Attendance; and
 - C. Output / Adoption by the Organization/DepED.
- d. **Resource Speakership / Learning Facilitation** – shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s.

MOV:

- A. Issuance / Memorandum / Invitation / Training Matrix; and
 - B. Certificate of Recognition / Merit / Commendation / Appreciation; and
 - C. Slide deck/s used and / or Session Guide/s
- e. **NEAP Accredited Learning Facilitator** – shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP)

MOV :

- A. Certificate Recognition as Learning Facilitator issued by NEAP Regional Office
- B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

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

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



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ANNOUNCEMENT OF VACANCY

POSITION TITLE

Position :	Administrative Officer II	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 31,705	Place of Assignment :	SDO LIGAO CITY JHS
Item No.	OSEC-DECSB-ADOF2-390605-2025 OSEC-DECSB-ADOF2-390603-2025 OSEC-DECSB-ADOF2-390268-2016	No. of Vacancy :	3

QUALIFICATION STANDARDS

Education:	Bachelor's degree relevant to the job
Training :	None Required
Experience :	None Required
Eligibility :	Career Service (Professional) Second Level Eligibility

JOB SUMMARY

This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

Duties and Responsibilities

Personnel Administration	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: 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 Personnel Records 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.
Personnel Administration	Compensation and Benefits 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 Other HR-related functions 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 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: • 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.

DEADLINE OF SUBMISSION : August 27, 2026 @ Human Resource Office through Record Office



ANNOUNCEMENT OF VACANCY

POSITION TITLE

Position :	Administrative Assistant III	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 24,329.00	Place of Assignment :	SDO Ligao City OSDS
Item No.	OSEC-DECSB-ADAS3-390106-2018 ; OSEC-DECSB-ADAS3-390105-2018	No. of Vacancy :	2

QUALIFICATION STANDARDS

Education:	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Training :	4 hours of relevant training
Experience :	1 year relevant experience
Eligibility :	Career Service (Sub Professional) First Level Eligibility)

JOB SUMMARY

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

This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

Duties and Responsibilities

Financial Records and Reports	1. Ascertains that transaction have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.
Payroll-related Services	As designated Electronic File Remittance (ERF) Handler 1. Receive, on behalf of their agency, the following documents from GSIS: Billing file for the due month; Monthly reconciliation billing issues (RBIs); and Notices of deficiency 2. Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS. 3. Prepare the monthly remittance files using the following as inputs: Billing file for the due month; Notices to deduct received; Data on their employees with increments or promotion that will take effect on the particular due month; and List of employees from the agency who retired, separated, resigned or transferred to other agencies. 4. Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete. 5. Accomplish the proper membership updating form for employees in their agencies; 6. Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid; 7. Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and 8. Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.

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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	Administrative Assistant II	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 31,705	Place of Assignment :	SDO Ligao City OSDS, ELEM, JHS & SHS
Item No.	OSEC-DECSB-ADAS2-390017-2017 OSEC-DECSB-ADAS2-390783-2016 OSEC-DECSB-ADAS2-390029-2007 OSEC-DECSB-ADAS2-390695-2016 OSEC-DECSB-ADAS2-390012-2017 OSEC-DECSB-ADAS2-390140-2018 OSEC-DECSB-ADAS2-390691-2016	No. of Vacancy :	7
QUALIFICATION STANDARDS			
Education:	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)		
Training :	4 hours of relevant training		
Experience :	1 year relevant experience		
Eligibility :	Career Service (Sub Professional) First Level Eligibility)		
JOB SUMMARY			
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.			
Duties and Responsibilities			
Accounting Services	Assist the Senior Bookkeeper/School Head in the performance of the following: 1. Preparation/maintenance of registries of allotment and obligations 2. Preparation of financial and accountability reports and maintenance of subsidiary ledgers 3. Preparation of liquidation of cash advances 4. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) 5. Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division 6. Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances 7. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.		
Budgeting Services	Budgeting System 1. Assist in the conduct of orientations and workshops on the budgeting system 2. Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. Budget Preparation 1. Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets 2. Provide clerical support in the preparation of budget proposals 3. Act as Liaison Officer to DBM, NEDA and other oversight bodies 4. Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) 5. Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations Budget Execution 1. Assist in gathering of data needed in the preparation of cost efficiency computations 2. Prepare data needed to approve obligation requests 3. Gather data needed to evaluate and prepare status report on budget utilization 4. Prepares documents to approve fund transfer to other operating units Budget Accountability and Reports 1. Gather data needed in the preparation of budget accountability reports		
Salary Administration and Personnel Records	1. Assist in checking the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. 2. Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits. 3. Assist in computing necessary deduction for inclusion in the monthly payroll. 4. Assist in computing salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) 5. Assist in providing technical assistance to a cluster of schools, limited to loans payroll processing and salary administration.		
Finance-Related Reports and Records Management	6. Record information on applications for loans under the following: a. GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and b. Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools. 7. Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. 8. Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). 9. Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned APDS Task Forces, strictly for official use. 10. Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation. 11. Assist in ensuring complete and correct documentation required for the budget proposals before submission to superior for approval. 12. Assist in the monitoring and recording of expenditures of Schools Division Office/School in the appropriate registry		

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ANNOUNCEMENT OF VACANCY

POSITION TITLE

Position :	Public Schools District Supervisor	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 81,796	Place of Assignment :	OSDS CID
Item No.	OSEC-DECSB-PSDS-390085-2014	No. of Vacancy :	1

QUALIFICATION STANDARDS

Education:	Master's Degree in Education or other relevant master's degree
Training :	16 hours of relevant training
Experience :	5 years of cumulative experience in instructional supervision and school management
Eligibility :	RA 1080 (Teacher)

JOB SUMMARY

To provide schools and learning centers in a district with relevant and timely service through

- the conduct of instructional supervision
- provision of technical assistance in school management and curriculum implementation
- establishing a conducive physical environment for learners and school workers
- sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

Duties and Responsibilities

INSTRUCTIONAL SUPERVISION	- Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. - Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. - Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education
TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT	- Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing. - Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback - Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. - Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. - Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.
MONITORING AND EVALUATION	- Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools. - Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance. - Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.
LEARNING OUTCOMES ASSESSMENT	- Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap. - Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
RESEARCH	Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	- Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions - Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.. - Coach the school head in implementing interventions related to curriculum implementation and instructional delivery. - Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools - Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

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