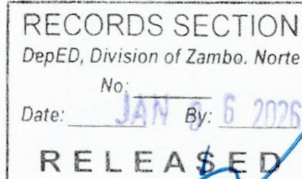




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 06, 2026

Division Memorandum

No. 10, s. 2025

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT**

TO: Public Schools District Supervisors  
School Principals and School Heads  
Section/ Unit Heads  
All concerned personnel

1. With the approval of the Comparative Assessment Result (CAR) of **Newly Hired and Transferred Nonteaching Employees**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Appointment In-charge, Personnel Unit of this division on or before **January 13, 2026**.
2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
4. Immediate and widest dissemination of this memorandum is desired.

**MAJARANI M. JACINTO EdD, CESO V**  
Office of the Schools Division Superintendent

Encl: As stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment  
0000001-2026/01052026



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

*Enclosure No. 1*

***Newly Hired Nonteaching Employees***

S/N	NAME OF APPOINTEE	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	ALANTAY, MAY T.	Administrative Assistant I	Salug, ZDN	<b>Budget Section</b> SDO
2.	QUIZO, ZIFRA A.	Administrative Aide VI	Dipolog City, ZDN	<b>ASDS Office - Z. Mayormita</b> SDO
3.	REYES, DAVID CHRISTOPHER S.	Administrative Aide VI	Dipolog City, ZDN	<b>ASDS Office - J. Bokingkito</b> SDO
4.	CABABAO, JULIEMAR P.	Administrative Aide III	Sibutad, ZDN	<b>Personnel Section</b> SDO
5.	VILLA, BRITLEY	Administrative Assistant III	Dipolog City, ZDN	<b>Labason District</b>

***Newly Transferred Nonteaching thru swapping agreement***

S/N	NAME OF APPOINTEE	POSITION TITLE	PLACE OF ASSIGNMENT
6.	ARCEO, HELEN H.	Administrative Assistant II	<b>Pres. Manuel A. Roxas</b> NHS
7.	SARITA, JOSE ROBERT B.	Administrative Assistant II	<b>Personnel Section</b> SDO

*in*



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(NONTEACHING ONLY)**  
Revised JANUARY 2026

**Directions:**

- **Submit the CSC Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only.**
- **Scan 201 file Division documents and save as PDF FILE (submit soft copy to the 201 file In-charge)**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at [www.depedzn.net](http://www.depedzn.net).** Please take note of the revised forms 2025.
- **Do not EDIT the enclosed Position Description Form. Fill out WORK STATION (school assignment) and signed by the School Principal/PSDS.**

**“CSC Documents” fastened in white paper folder:**

- A. 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2025)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at [depedzn.net](http://depedzn.net))
- B. 1 copy** **Work Experience Sheet**
- C. 1 photocopy** **PRC LICENSE/CSC ELIGIBILITY**
- D. 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)** notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open date if possible.
- E. 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff)
- F. 1 copy** Transcript of Record Undergrad and Grad School (photocopy only)
- G. 1 copy each** **Certificate of Employment**
- H. 1 copy each** **Certificate of Trainings**
- I. 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

**“201 DIVISION Documents” Scan all and save as PDF File (submit soft copy to the Incharge)**

- A. 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)** notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, open date if possible
- B. 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (**Revised 2025**) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at [depedzn.net](http://depedzn.net))
- C. 1 copy** Original **Work Experience Sheet**
- D. 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff)
- E. 1 photocopy** **PRC LICENSE/CSC ELIGIBILITY**
- F. 1 copy** Form 211 Medical Certificate (**Revised 2025**) with one (1) photocopy of results (Neuropsychiatric Exam, Drug Test, Blood Test, Chest X-ray, Urinalysis)
- G. 1 copy** NBI Clearance
- H. 1 copy** Transcript of Record Undergrad and Grad School (if any) (Authenticated by the School Registrar)
- I. 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- J. 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- K. 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)

**Separate Folder:**

- 1 copy** **GSIS** Filled-out Membership Form with picture
- 1 copy** **PAG-IBIG** Membership Form issued by PAG-IBIG.
- 1 copy** **PhilHealth** Membership Data Record issued by PhilHealth.
- 1 copy** **BIR Registration Form** reflecting TIN number (if none please proceed to Payroll Section of this Division).

**Note: Please read and follow the instructions carefully.**

**Thank you!**



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**LIST OF REQUIREMENTS FOR TRANSFER  
(TEACHING & NONTEACHING)**  
Revised JANUARY 2026

**Directions:**

- **Submit the CSC Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only.**
- **Scan 201 file Division documents and save as PDF FILE (submit soft copy to the 201 file In-charge)**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at [www.depedzn.net](http://www.depedzn.net).** Please take note of the revised forms 2025.
- **Do not EDIT the enclosed Position Description Form (PDF). Fill out ONLY the WORK STATION (school assignment) and signed by the School Principal/PSDS.**

**“CSC Documents”** *fastened in white paper folder:*

- 2 copies** Original Notarized **CSC Form No. 212/Personal Data Sheet (Revised 2025)** with thumb mark and pasted passport size or 2x2 ID picture. *(Pls refer to the Guide in filling Out the CSC Form 212 downloadable at [depedzn.net](http://depedzn.net))*
- 1 copy Work Experience Sheet**
- 1 photocopy PRC License**
- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer or signed by Municipal or City Mayor, or Barangay Captain, Open Date, if possible.
- 1 copy** Original **PDF (Position Description Form) Revised 2017** *(print enclosed PDF to be signed by the School Principal/PSDS)*
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

**“201 DIVISION Documents”** *Scan documents and save as PDF FILE (submit soft copy to the Incharge*

- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer or signed by Municipal or City Mayor, or Barangay Captain Open Date, if possible.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (Revised 2025) with thumb mark and pasted passport size or 2x2 ID picture. *(Pls refer to the Guide in filling Out the CSC Form 212 downloadable at [depedzn.net](http://depedzn.net))*
- 1 copy Work Experience Sheet**
- 1 copy** Original **PDF (Position Description Form) Revised 2017** *(print enclosed PDF to be signed by the School Principal/PSDS)*
- 1 photocopy PRC License**
- 1 copy** Designation Orders, if there's any
- 1 copy Latest** Notarized Sworn Statement of Assets and Liabilities
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 Medical Certificate **(Revised 2025)** with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- Commendations/Awards or Copies of Disciplinary Actions** (if there's any)
- 1 copy** Latest IPCRF (SY 2024-2025)
- 1 copy** of BIR FORM 2316 (for Payroll Section)

**Note: Please read and follow the instructions carefully.**

**Thank you! 😊**



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Administrative Assistant I</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 7 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				P 20,110.00	
				P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
BUDGET OFFICER			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>17b. External</b>	
				<b>Occasional</b>	
				<b>Frequent</b>	
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies. To provide administrative support to the Finance Services functions.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

**Budget Preparation, Execution and Accountability Data and Documents**  
 Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports  
 Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations  
 Provides clerical support in the preparation of budget proposals  
 Prepares obligation request for claims  
 Prepares reports on the budget matters

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School(starting 2016)	None Required	None Required	CS Sub Professional/First Level Eligibility

**21e. Core Competencies**

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	INTERMEDIATE

**21f. Leadership Competencies**

ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	
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**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
80%	Budget Preparation, Execution and Accountability Data and Documents	INTERMEDIATE
20%	Other Tasks	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
 Signature Over Printed Name/Date

\_\_\_\_\_  
 Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Administrative Aide VI</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 6 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input checked="" type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>24. WORKSTATION/ PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 18,957.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
ADMINISTRATIVE OFFICER II			ADMINISTRATIVE OFFICER IV		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
				<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/> <input type="checkbox"/>
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/> <input type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
To generally provide overall management and technical assistance for efficient operations and effective implementation of policies and education programs at the School Division level.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

**Scheduling and Calendaring of OSDS activities** such as training and workshops, meetings and appointments. **Maintaining a filing system** that ensures records and documents are retrievable and accessible while maintaining safety and security of files. **Documenting proceedings and agreements** of meetings as assigned by the ASDS, distributing copies of minutes, and filing a copy for future reference.

**Providing assistance and administrative support** to trainings and conferences as assigned. **Receiving and routing incoming calls** greetings and entertaining office visitors, and logging concerns brought to the office

**Coordinating meetings and appointments** with external parties, confirming dates and venues, and arranging meals as needed.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School(starting 2016)	None Required	None Required	CS Sub Professional/First Level Eligibility
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		ADVANCED
10%	Plots schedules/activities		
10%	Records management		
40%	Administrative Support		
40%	Secretariat/frontline		
100%	TOTAL		

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Administrative Aide III</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 3 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input checked="" type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
				P 15,852.00	P 2,000.00/PERA
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
ADMINISTRATIVE OFFICER V			SCHOOLS DIVISION SUPERINTENDENT		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial	<input checked="" type="checkbox"/>		<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Provides administrative support to an individual, team, department or group in an organization. Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials utilizing word processing, spreadsheet, or speciali

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School(starting 2016)	None Required	None Required	CS Sub Professional/First Level Eligibility

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK	ADVANCED
21f. Leadership Competencies ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
80%	Clerical Job	
20%	Other Tasks	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Administrative Assistant II</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 8 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		nn. 66321965 <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 21,448.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
DIVISION ACCOUNTANT			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
To support accounting operations by filing documents; reconciling statements; running software programs.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

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

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School(starting 2016)	1 year relevant experience	4 hours relevant training	CS Sub Professional/First Level Eligibility

**21e. Core Competencies** **Competency Level**

SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	<i>ADVANCED</i>
<b>21f. Leadership Competencies</b>  ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)** **Competency Level**

<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
<b>40%</b>	Accounting Records	<i>ADVANCED</i>
<b>40%</b>	Accounting Reports	
<b>20%</b>	Other Tasks	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_ \_\_\_\_\_  
**Signature Over Printed Name/Date** **Supervisor's Name, Date and Signature**

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> with parenthetical title			
		<b>Administrative Assistant III</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 9 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 23,226.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
DIVISION ACCOUNTANT			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>17b. External</b>	
		<b>Frequent</b>		<b>Occasional</b>	
				<b>Frequent</b>	
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
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.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

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

The Budgeting Services provides management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective allocation and utilization of financial resources of the schools division.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School(starting 2016)	1 year relevant experience	4 hours relevant training	CS Sub Professional/First Level Eligibility

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	VERY SATISFACTORY

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
40%	Accounting Services	
30%	Budgeting Services	
30%	Other Tasks	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature