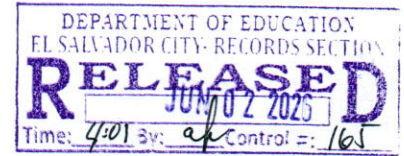




Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



01 Jun 2026

DIVISION MEMORANDUM  
 No. 165, s. 2026

ANNOUNCEMENT OF CAREER OPPORTUNITY:  
 ADMINISTRATIVE OFFICE IV (Administrative Officer II)

To: Asst. Schools Division Superintendent  
 Chief CID, SGOD  
 Education Program Supervisors  
 Section Heads  
 All Public Elementary & Secondary School Heads  
 All Others Concerned  
 This Division

- This Office announces the call for the submission of Applications of the following vacancies below until, **June 11, 2026, 5:00 PM**. Copy of the duties and responsibilities, as well as the Qualification Standards of the position are enclosed herewith to serve as reference.

Position	Salary Grade	No. of Vacancies	Place of Assignment
Administrative Officer IV (Administrative Officer II)	SG 15 Php 42,178	1	SDO- Admin/BAC/ Procurement

- The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*" for non-teaching positions (Enclosure 5).
- The assessment for this position shall be based on the following criteria:
  - Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
  - Experience** relevant to the position to be filled;
  - Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - Outstanding Accomplishments** acquired after the last promotion;



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- **Application of Education** acquired after the last promotion;
  - **Application of Learning and Development (L&D)** acquired after the last promotion; and
  - **Potential** measured using other evaluative assessments
4. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, 2026-ADOF4A\_Full Name (2026-ADOF4A\_Juan D. Cruz).
5. **Order of documents shall be as follows:**
- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
  - b. Letter of intent addressed to the Schools Division Superintendent;  
**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
  - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with work experience sheet;
  - d. Photocopy of Certificate of Eligibility/Report of Rating;
  - e. Photocopy of valid and updated PRC License/ID, if applicable
  - f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
  - g. Certification of MA/PhD units earned from university registrar, if applicable;
  - h. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
  - i. Photocopy of Certificates of Trainings, if applicable;
  - j. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
  - k. Photocopy of Latest Appointment, if applicable;
  - l. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
  - m. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
    - i. Awards and Recognition MOVs:
      - (1) Memorandum or document showing the Criteria for the Search / Designation;
      - (2) Certificate of recognition/Award



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- ii. Research and Innovation MOVs:
- (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017I;
  - (2) Accomplishment report verified by the Head of Office;
  - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
  - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
  - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
- iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
- (1) Issuance/Memorandum showing the membership in NTWG or Committee;
  - (2) Certificate of Participation or Attendance;
  - (3) Output/ Adoption by the organization/DepEd;
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
- (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
  - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
  - (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
- (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
  - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- n. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
- (1) Action Plan approved by the Head of Office;
  - (2) Accomplishment Report verified by the Head of Office;
  - (3) Certification of the utilization/adoption signed by the Head of Office;
- o. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings



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gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:

- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
- (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

6. Further, this is to reiterate item no. 21, 22 and 25 of DepEd Order No. 7, s. 2023 as follows:

*“21. Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicant. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 20.k) shall not warrant exclusion from the pool of official applicants.”*

*“22. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.”*

*“25. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement (Item 20.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.”*

7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

<b>Role</b>	<b>Main</b>
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief - SGOD



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	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Apple Kieth B. Arangoso, AO II
	Jovit D. Comon, EPSVR
Secretariat	Randy Rhys U. Capistrano, ADAS III

8. This is the target schedule for this ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
June 11, 2026, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
June 17, 2026	Initial Evaluation	IER Committee
June 22, 2026	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
June 24, 2026	Work Sample Test	HRMO & Applicants
June 25, 2026	Interview and Final Deliberation for	HRMPSB & Applicants
June 30, 2026	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Applicants

9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
10. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
11. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

To be indicated in the Perpetual Index  
 Under the following subjects:

HIRING                  RECRUITMENT                  SELECTION

 <p>Department of Education</p>	<p><b>JOB DESCRIPTION</b></p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p><b>Position Title</b></p>	<p>Administrative Officer IV (Procurement)</p>	<p><b>Salary Grade</b></p>	<p><b>15</b></p>
<p><b>Parenthetical Title</b></p>	<p>Administrative Officer II</p>	<p><b>Governance Level</b></p>	<p>Schools Division Office</p>
<p><b>Office/Bureau/Service</b></p>		<p><b>Unit/Division</b></p>	<p>Administrative Division</p>
<p><b>Reports to</b></p>	<p>Administrative Officer V</p>	<p><b>Effectivity Date</b></p>	
<p><b>Positions Supervised</b></p>		<p><b>Page/s</b></p>	
<p><b>JOB SUMMARY</b></p>			
<p>The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.</p>			
<p><b>QUALIFICATION STANDARDS</b></p>			
<p><b>A. CSC Prescribed Qualifications</b></p>			
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>		
<p>Experience</p>	<p>1 year relevant experience</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>4 hours of relevant training</p>		
<p><b>B. Preferred Qualifications</b></p>			
<p>Education</p>	<p>Preferably has a background in public administration, business management/administration or law.</p>		
<p>Experience</p>	<p>At least 2 years experience in the conduct of procurement functions</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program</p>		

KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>• Assist the end-user units in the preparation of their procurement documents</li> <li>• Conduct quarterly end-user interface</li> <li>• Assist and review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE</li> <li>• Plan, prioritize and coordinate tasks with BAC &amp; Secretariat upon receipt of approved procurement requests from the end-user units</li> </ul>
<b>Procurement Process Management</b>	<ul style="list-style-type: none"> <li>• Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system</li> <li>• Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures.</li> <li>• Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings</li> <li>• Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents</li> <li>• Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan</li> <li>• Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned</li> <li>• Oversee the dissemination of procurement documents to suppliers, contractors and consultants</li> <li>• Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices</li> </ul>
<b>Procurement Contracts Management</b>	<ul style="list-style-type: none"> <li>• Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks</li> <li>• Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office</li> <li>• Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts</li> </ul>

KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of Inspection Order to be issued by the Schools Division Superintendent (SDS) or the Head of the Administrative Unit, as may be authorized by the SDS, by providing the particulars of the project and items for inspection</li> <li>• Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI</li> <li>• Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures;</li> <li>• Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements)</li> <li>• Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts</li> <li>• Participate in the initiation of sanctions against erring suppliers, contractors, and consultants</li> </ul>
<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the Head of Office</li> </ul>

**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. Duty 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