



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Bureau of Human Resource and Organizational Development	
DIVISION/UNIT:	Personnel Division	
POSITION PROFILE		
Position: Administrative Officer II (Human Resource Management Officer I) Non-Teaching	Salary Grade: 11 Annual Salary: ₱ 324,000.00	
Item No.: OSEC-DECSB-ADOF2-2-2019 OSEC-DECSB-ADOF2-53-2004 OSEC-DECSB-ADOF2-54-2004 (3 items)	Other Incentives/Bonuses: <ul style="list-style-type: none"> • Monthly Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus 	
JOB DESCRIPTION		
<ol style="list-style-type: none"> 1. This position is responsible for providing the secretariat support required for the National Search Committee, and for the maintenance and update of records and data on CES plantilla, Directory of Schools per Region or Division, and the pool of qualified applicants across third level positions. 2. This position is responsible for maintenance of personnel information/records (201 files, Service Cards, statistics), including inactive files, updating of PSIPOP/GMIS, issuance of NOSI/NOSA, and leave administration and management. 3. The position is also responsible for the computation and processing of the salaries of first and second level employees, contract of service workers, contractual and third level officials in the DepEd Central Office. Provide assistance in the implementation of personnel administration policies, procedures, systems, processes and programs, in adherence to DepEd policies and government rules and regulations concerning HR matters. 		
MINIMUM QUALIFICATIONS		
Education	Bachelor's degree relevant to the job	
Experience	None required	
Training	None required	
Eligibility	Career Service (Professional) Second Level Eligibility	

APPLICATION PROCEDURE

Submit the following documentary requirements* through <https://bit.ly/DepEdRSAbatch07>** on or before **April 30, 2024**:

- Letter of Intent** (addressed to Mr. Albert Jerome C. Andres, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for.**
- Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2017) and **Work Experience Sheet**. You may download these forms at <https://bit.ly/CSFormNo212PersonalDataSheet> and <https://bit.ly/CSFormNo212WorkExperienceSheet>
- Curriculum Vitae**
- Photocopy of one (1) government-issued ID**
- Copy of Eligibility** (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
- Transcript of Records and Diploma**
- Performance ratings for the last 2 rating periods**
- (One (1) performance rating is equivalent to six (6) months)
- Certificates of **Relevant Trainings** attended.
- Certificates of **Outstanding Accomplishments** (Awards and Recognition, Research Innovation, Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees, Resource Speakership/Learning Facilitation, NEAP Accredited Learning Facilitator)
- Application of Education**
- Application of Learning & Development**
Checklist of Requirements (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). You may print these forms at <https://bit.ly/AnnexCChecklistOfRequirementsandOmnibusSwornStatement>

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

* **Image files will NOT be accepted on the form. Please convert your files to PDF format before you proceed.**

** **If the link does not redirect you to the online application form, please type the address manually.**

*** **Failure to submit necessary documents within the given deadline shall not be included in the official pool of applicants.**