



Republic of the Philippines  
**Department of Education**  
**VACANCY ANNOUNCEMENT**

<b>BUREAU/SERVICE:</b>	Bureau of Human Resource and Organizational Development
<b>DIVISION/UNIT:</b>	Personnel Division
<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Officer IV (Human Resource Management Officer II) <b>Non-Teaching</b>	<b>Salary Grade:</b> 15 <b>Annual Salary:</b> ₱ 439,428.00
<b>Item No.:</b> <b>OSEC-DECSB-ADOF4-55-2004</b>	<b>Other Incentives/Bonuses:</b> <ul style="list-style-type: none"> <li>• Monthly Economic Relief Allowance</li> <li>• Mid-year bonus</li> <li>• Productivity Enhancement Incentive</li> <li>• Clothing Allowance</li> <li>• Cash Gift</li> <li>• Year-end bonus</li> </ul>
<b>JOB DESCRIPTION</b>	
<p>The position is responsible for providing the administrative and secretarial services to the National Search Committee (NSC)-Screening Committee during the evaluation/interview of candidates, and processing of recommendations for appointment to third level positions and/or CESO Ranks, for submission to the Office of the President and/or CESB. It shall monitor and update the plantilla, Directory and profile of third level positions, and other relevant HR reports concerning DepEd officials.</p> <p>The position is also responsible for the preparation of the Work and Financial Plan and other budget- and procurement-related concerns of the division, records management of all incoming and outgoing documents, and processing of requests for travel abroad, reassignments and other HR actions.</p> <p>The position is responsible for the performance of the Third Level Management and Office Management units.</p>	
<b>MINIMUM QUALIFICATIONS</b>	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
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.**