



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 30, 2022

DIVISION MEMORANDUM

No. 225 s. 2022

**ANNOUNCEMENT OF DIVISION OPEN RANKING FOR THE VACANT ADMINISTRATIVE OFFICER IV
AND EDUCATION PROGRAM SPECIALIST II FOR ALS POSITIONS**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This is to announce that division open ranking for the vacant Administrative Officer IV and Education Program Specialist II for ALS positions, this Schools Division, shall be held on July 25, 2022, 9:30am, SDO Bulacan Conference Hall.
2. The selection process shall be conducted face-to-face following the SDO adherence to IATF's health and safety protocols. Please bring vaccination card and strictly wear face mask.
3. The DepEd Preferred Qualification Standards (QS) for the said vacant positions are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Administrative Officer IV/SG-15 (Records Officer)	Bachelor's degree relevant to the job	One (1) year relevant experience	4 hours relevant training	CSC Professional/Appropriate Eligibility for Second Level Position
Education Program Specialist II/SG-16 (ALS)	Bachelor's degree in Education or its Equivalent; at least completed academic requirements for Master's degree	Five (5) yrs teaching in ALS as DALSC or Mobile Teacher	4 hours relevant trainings in ALS Programs and Projects in the Regional and/or National Level	RA 1080 (Teacher)

4. Only the applicants who meet the Qualification Standards for the said vacant positions will be invited to the examination, interview and open ranking.





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5. The original copies of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB) for the initial evaluation until July 20, 2022. Documents which are submitted beyond the prescribed date will not be accepted.
 - a. Application Letter indicating the position and school applied for
 - b. Official Transcript of Records
 - c. Updated Service Records or Certificate of employment
 - d. Latest Approved Appointment or copy of transmittal to the CSC
 - e. Performance Rating for three (3) consecutive rating periods
 - f. Trainings/Seminars attended during the last promotion
 - g. Outstanding Accomplishments
6. Appreciation of documents shall be based on DepEd Order No. 66, s. 2007.
7. Background investigation and re-validation of documents shall be conducted by the HRMPSB for comparative assessment and final evaluation of the candidates.
8. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
9. Expenses to be incurred in the conduct of this activity shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent *al*





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Enclosure No. 1 to Division Memorandum No. s. 2022

HRMPSB Committee

- Chairperson** - CECILIA E. VALDERAMA, PhD
Assistant Schools Division Superintendent
- Co-Chairperson** - ROWENA T. QUAMBAO, CESE
Assistant Schools Division Superintendent
- Members**
- GREGORIO C. QUINTO, JR, EdD
CID Chief
 - CECILIA S. CUSTODIO, PhD
SGOD Chief
 - JOSEFINA S. PEDROCHE
Administrative Officer V
 - VICTORIA O. MADRIGAL
Administrative Officer IV

Secretariat:

KAREN MINETH T. DANGANAN
HANA HERNANDEZ





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Enclosure No. 2 to Division Memorandum No. 2022

Duties and Responsibilities:

ADMINISTRATIVE OFFICER IV (RECORDS OFFICER)

1. Records Management System
 - Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records
 - Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed
 - Implement policies and guidelines on records disposition to determine the ultimate fate of various records.
 - Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records
 - Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed.
 - Verify and certify documents emanating from the SDO or documents in possession.
2. Receiving and Releasing
 - Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents.
 - Monitor critical documents received for the SDO for recording, routing, and tracking to be able to respond to management's queries on such documents
3. Documentation Authentication and Verification
 - Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated.
 - Represents the agency in court to comply with subpoenas duces tecum
4. Reporting
 - Assist AO V in the preparation of annual reports and other required administrative reports
 - Provide details and mechanics relevant to the schools division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition.
 - Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition





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5. Technical Assistance

- Conduct training/ orientation on records management to staff in the schools division, schools and learning centers.
- Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools division

6. Unit Performance

- Assist AO V in planning, directing and supervising activities of Administrative Services
- Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements.
- Provide feedback on the performance of the Administrative Aide assigned to Records.

EDUCATION PROGRAM SPECIALIST II (ALS)

1. Literacy Assessments

- Facilitate in the conduct of training, orientation, workshops, or any social mobilization activities related to the ALS at the Division
- Assist/Initiate in the development of advocacy materials.
- Coordinate the conduct of community/literacy mapping
- Consolidate and submit the result of Management Information System (MIS) to the Division ALS Focal Person and Division Planning Officer.
- Draw literacy map to geographically illustrate location of ALS target learners of the community and guide strategy for implementing ALS Programs.
- Assist in the coordination and links with government and non-government organizations and agencies regarding the implementation of ALS Programs in the Division/District/Barangay.
- Monitor the conduct of assessment and evaluation of learners to establish literacy level and assess progress using the ABL/FLT tool.
- Monitor in the assessment of learners portfolio and revalidation.

2. Literacy Interventions

- Assists in the review of IPCRF of learning facilitators
- Prepares instructional Supervisory matrix/schedule.
- Provides technical assistance to ALS learning Facilitators on the following aspects:
 - Observation of classes
 - Organization and Supervision of Programs and Projects
 - Capability Building
 - Alternative and other delivery techniques and strategies
- Designs learning plans and developmental activities for learning facilitators anchored on the result of the Training Needs Assessment
- Supervise ALS Facilitators on the improvement of teaching-learning deliveries
- Leads in the conduct of the Learning Action Cell for learning facilitators
- Facilitates in the Development of the contextualization/Localization learning resources for Community Learning Centers
- Assist in the conduct of advocacy and social mobilization activities





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3. Monitoring and evaluation/Research

- Conduct regular monthly monitoring on MIS/LIS enrolment on the demographic data of ALS learners in all deliveries by learning facilitators
- Consolidate Division data on MIS/LIS on quarterly basis for submission to CO and RO
- Coordinate and submit with Division Planning Officer on quarterly basis
- Conduct monitoring and evaluation using the ALS M&E Forms
- Prepares and submits M&E reports and recommendations to Education Program Supervisor/PSDS on monthly and quarterly basis
- Conduct action research based on the result of monitoring and other ALS related activities once a year

