



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

SEP 1 1 2025

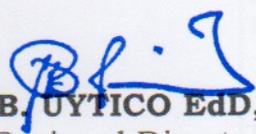
**REGIONAL MEMORANDUM**

No. 365, s. 2025

**APPROVAL OF THE CREATION OF NEW LEGAL AND PROCUREMENT  
POSITIONS FOR SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
All Other Concerned

1. Attached is Unnumbered Memorandum dated August 28, 2025 re: "Approval of the Creation of New Legal and Procurement Positions for Schools Division Offices" which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated

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

HIRING      POLICY      ALLOCATION      RECRUITMENT

ASD/PS/AGS/RM s. 2025- dissemination- Unnumbered- Creation of New Legal and Procurement Positions for SDOs



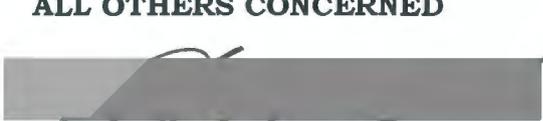
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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :**   
**SONNY ANGARA**  
Secretary



**SUBJECT :** APPROVAL OF THE CREATION OF NEW LEGAL AND  
PROCUREMENT POSITIONS FOR SCHOOLS DIVISION  
OFFICES

**DATE :** 28 August 2025

This is to inform all field offices concerned that the Department of Budget and Management (DBM) has approved the creation of **SIX HUNDRED SIXTY-SIX (666) new Plantilla positions** under the Legal and Procurement Units in the Schools Division Offices (SDOs).

Office/Unit Assignment	No. of Items	Position Title/Salary Grade
<b>SDO Legal Unit</b>		
Small SDOs	47	Attorney III, SG 21
Medium and Small SDOs	187	Legal Assistant I, SG 10
<b>SDO Procurement Unit</b>		
Large, Medium, & Small SDOs	214	Administrative Officer IV, SG 15
All SDOs	218	Administrative Officer II, SG 11

The creation of these items is made upon the request of the Department of Education (DepEd) to augment the staffing complement of SDOs, particularly those handling legal services and procurement activities, addressing the increasing demands for such services as well as additional workload.

These additional positions shall be funded through the scrap-and-build process, where 1,011 vacant positions that were tagged as *Co-terminus with the Incumbent (CTI)* shall be abolished to create the new items.

Attached for your reference is a copy of the official communication from DBM dated 01 August 2025, containing the detailed list of newly created positions enclosed as *Annex A* and the list of CTI positions for abolition enclosed as *Annex B*.

In light of the foregoing, Regional Directors and Schools Division Superintendents are hereby directed to ensure that your respective Human Resource Management Officers (HRMOs) are able to verify the status of these CTI positions, whether *filled* or *unfilled*, through the form provided by the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED). This shall facilitate the immediate issuance of the Notice of Organization, Staffing, and Compensation Action (NOSCA) for the new positions by the DBM.

### **DEPLOYMENT PROCEDURES**

To effectively facilitate the filling-up of these new Plantilla positions and to ensure that the lump sum appropriated for this purpose is fully utilized within the indicated fiscal year, this Office directs the strict observance of the following procedures:

1. Consistent with the DBM's existing procedures on the creation of positions for DepEd, the DBM Regional Offices (ROs) shall issue the corresponding NOSCA directly to the concerned DepEd SDOs.
2. The SDOs may commence with the publication and posting of vacancies, assessment, and selection of qualified applicants as soon as the NOSCA's have been issued. The qualification requirements for the positions shall be in accordance with the Civil Service Commission (CSC)-approved Qualification Standards (QS) for the position. All are directed to strictly adhere to **DepEd Order 007, s. 2023** titled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*" in the assessment and selection of qualified applicants.
3. The key functions of the newly created positions shall be in accordance with the attached Job Descriptions (*see Annex C*).
4. Once filled up, SDOs are advised to update their respective Personal Services Itemization and Plantilla of Personnel (PSIPOP).

### **LIST OF ANNEXES**

- a. *Annex A: List of Newly Created Positions under Legal and Procurement Units*
- b. *Annex B: List of CTI Positions for Abolition*
- c. *Annex C: Job Description of the Newly Created Positions*

For further questions and/or clarifications, please contact Mr. Jeric Francis C. Llanto of BHROD-OED through email at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph) or landline at (02) 8633-5375.

Please be guided accordingly.

## ANNEX A

### LIST OF NEWLY CREATED POSITIONS UNDER LEGAL AND PROCUREMENT UNITS

In line with the Department of Budget and Management (DBM) approval of 666 new Plantilla positions under the Legal and Procurement Units in the Schools Division Offices (SDOs), below is a summary of the number of positions allocated per Department of Education (DepEd) Regional Office (RO) and per Schools Division Office within each RO:

Summary per Regional Office	
Region	No. of Positions
Region I	46
Region II	29
Region III	65
Region IV-A	67
Region IV-B	20
Region V	36
Region VI	64
Region VII	64
Region VIII	41
Region IX	23
Region X	45
Region XI	33
Region XII	24
Cordillera Administrative Region	24
CARAGA	39
National Capital Region	46
<b>TOTAL</b>	<b>666</b>

**REGION I**

<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Alaminos City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Batac City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Candon City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Laoag City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Fernando City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Vigan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Dagupan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ilocos Norte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ilocos Sur	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
La Union	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Carlos City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Urduaneta City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Pangasinan I	Procurement Unit	AO IV	1
		AO II	1
Pangasinan II	Procurement Unit	AO IV	1
		AO II	1
			<b>46</b>

**REGION II**

<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Batanes	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cauayan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ilagan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Santiago City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Nueva Vizcaya	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Quirino	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tuguegarao City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cagayan	Procurement Unit	AO IV	1
		AO II	1
Isabela	Procurement Unit	AO IV	1
		AO II	1
			<b>29</b>

<b>REGION III</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Balanga City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Gapan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Mabalacat City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Meycauyan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Science City of Muñoz	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Jose City (Nueva Ecija)	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Angeles City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Aurora	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Baliwag City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bataan	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cabanatuan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Malolos City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Olongapo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Fernando City	Legal Unit	Legal Assistant I	1

	Procurement Unit	AO IV	1
		AO II	1
San Jose Del Monte City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tarlac City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Zambales	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bulacan	Procurement Unit	AO IV	1
		AO II	1
Nueva Ecija	Procurement Unit	AO IV	1
		AO II	1
Pampanga	Procurement Unit	AO IV	1
		AO II	1
Tarlac	Procurement Unit	AO IV	1
		AO II	1
			<b>65</b>

REGION IV-A			
Division	Office/Unit	Position Title	No. of Positions
Bacoor City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cavite City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Imus City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tayabas City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Antipolo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Batangas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Biñan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cabuyao City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Calamba City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Dasmariñas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
General Trias City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Lipa City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Lucena City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Pablo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1

San Pedro City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sta. Rosa City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sto. Tomas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tanauan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Batangas	Procurement Unit	AO IV	1
		AO II	1
Cavite	Procurement Unit	AO IV	1
		AO II	1
Laguna	Procurement Unit	AO IV	1
		AO II	1
Rizal	Procurement Unit	AO IV	1
		AO II	1
Quezon	Procurement Unit	AO II	1
			<b>67</b>

<b>REGION IV-B</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Calapan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Marinduque	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Occidental Mindoro	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Oriental Mindoro	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Puerto Princesa City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Romblon	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Palawan	Procurement Unit	AO IV	1
		AO II	1
			<b>20</b>

<b>REGION V</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Iriga City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Camarines Norte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Catanduanes	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Legazpi City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ligao City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Masbate City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Naga City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sorsogon	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sorsogon City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tabaco City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Albay	Procurement Unit	AO IV	1
		AO II	1
Masbate	Procurement Unit	AO IV	1
		AO II	1
Camarines Sur	Procurement Unit	AO II	1
			<b>36</b>

<b>REGION VI</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Escalante City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
La Carlota City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Passi City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Victorias City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Aklan	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Antique	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bacolod City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bago City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cadiz City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Capiz	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Guimaras	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Himamaylan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Iloilo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Kabankalan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1

Roxas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sagay City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
San Carlos City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Silay City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sipalay City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Negros Occidental	Procurement Unit	AO IV	1
		AO II	1
Iloilo	Procurement Unit	AO II	1
			<b>64</b>

**REGION VII**

<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Bais City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bogo City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Canlaon City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Dumaguete City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Guihulngan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Naga City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tagbilaran City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tanjay City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bayawan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Carcar City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cebu City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Danao City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1

Lapu-Lapu City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Mandaue City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Siquijor	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Talisay City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Toledo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bohol	Procurement Unit	AO IV	1
		AO II	1
Negros Oriental	Procurement Unit	AO IV	1
		AO II	1
Cebu	Procurement Unit	AO II	1
			<b>64</b>

<b>REGION VIII</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Baybay City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Borongan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Maasin City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Biliran	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Calbayog City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Catbalogan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Eastern Samar	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Northern Samar	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ormoc City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Samar (Western Samar)	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Southern Leyte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tacloban City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Leyte	Procurement Unit	AO IV	1
		AO II	1
			<b>41</b>

<b>REGION IX</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Dapitan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Dipolog City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Isabela City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Pagadian City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Zamboanga City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Zamboanga Sibugay	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Zamboanga del Norte	Procurement Unit	AO IV	1
		AO II	1
Zamboanga del Sur	Procurement Unit	AO IV	1
		AO II	1
			<b>23</b>

<b>REGION X</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Camiguin	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
El Salvador City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Oroquieta City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tangub City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cagayan de Oro City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Gingoog City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Iligan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Lanao del Norte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Malaybalay City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Misamis Occidental	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Misamis Oriental	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ozamiz City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Valencia City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bukidnon	Procurement Unit	AO IV	1
		AO II	1
			<b>45</b>

**REGION XI**

<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Island Garden City of Samal	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Davao de Oro	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Davao del Norte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Davao del Sur	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Davao Oriental	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Davao Occidental	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Digos City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Mati City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Panabo City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tagum City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Davao City	Procurement Unit	AO IV	1
		AO II	1
			<b>33</b>

<b>REGION XII</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Tacurong City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
General Santos City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Koronadal City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Kidapawan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sarangani	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
South Cotabato	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Sultan Kudarat	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cotabato	Procurement Unit	AO IV	1
		AO II	1
			<b>24</b>

<b>CARAGA</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Bayugan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Cabadbaran City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tandag City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Agusan del Norte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Agusan del Sur	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Bislig City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Butuan City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Dinagat Islands	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Siargao	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Surigao City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Surigao del Norte	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Surigao del Sur	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
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**NATIONAL CAPITAL REGION**

<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
San Juan City	Legal Unit	Attorney III	1
		Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Las Piñas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Makati City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Malabon City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Navotas City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Mandaluyong City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Marikina City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Muntinlupa City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Parañaque City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Pasay City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Pasig City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Taguig City and Pateros	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Valenzuela City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Caloocan City	Procurement Unit	AO IV	1
		AO II	1
Manila	Procurement Unit	AO IV	1
		AO II	1
Quezon City	Procurement Unit	AO IV	1
		AO II	1
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<b>CORDILLERA ADMINISTRATIVE REGION</b>			
<b>Division</b>	<b>Office/Unit</b>	<b>Position Title</b>	<b>No. of Positions</b>
Abra	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Apayao	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Baguio City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Benguet	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Ifugao	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Kalinga	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Mt. Province	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
Tabuk City	Legal Unit	Legal Assistant I	1
	Procurement Unit	AO IV	1
		AO II	1
			<b>24</b>

## List of CTI Positions for Abolition

REGION	DIVISION	ORG. CODE	OFFICE / SCHOOL	UACS_FPAP_DSC	POSITION TITLE	SALARY GRADE (GMIS)	STEP	BASIC ANNUAL	BASIC MONTHLY	ITEM NUMBER	YEAR CREATED	POSITION CATEGORY	POSITION STATUS
Central Office	Central Office	1	Office of the Secretary - Proper	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-25-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide I	1	8	165,360	13,780	OSEC-DECSB-ADA1-41-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-36-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.8	Baguio Teachers Camp	General Management and Supervision	Administrative Aide I	1	8	165,360	13,780	OSEC-DECSB-ADA1-81-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.8	Baguio Teachers Camp	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-71-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.8	Baguio Teachers Camp	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-79-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Malabon City	217.1	Division of Malabon- School Governance and Operations Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30034-2005	2005	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Malabon City	217.1	Division of Malabon- School Governance and Operations Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30043-2005	2005	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30604-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30683-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30543-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30546-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30621-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30793-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30520-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30642-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30797-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30755-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30624-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30649-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30667-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30577-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30486-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30743-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30612-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30661-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30761-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-30615-2004	2004	Non-Teaching	Unfilled









Region VIII - Eastern Visayas	Division of Borongan City	3470.1	Office of the Schools Division - Borongan City Division	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-540442-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-540352-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Regional Office - Proper	3126	Office of the Regional Director	General Management and Supervision	Administrative Aide I	1	1	156,000	13,000	OSEC-DECSB-ADA1-540256-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-20-2004	2004	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	675	Mataragan National Agricultural High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-90010-1998	1998	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	675	Mataragan National Agricultural High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-90009-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Makati	208.6	Division of Makati- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30043-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30053-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	131	Manuel L. Quezon High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30054-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-30041-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of Dagupan City	241.4552	Division of Dagupan City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-60028-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of Laoag City	241.4592	Division of Laoag City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-60015-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of San Carlos City	241.4662	Division of San Carlos City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	8	174,936	14,578	OSEC-DECSB-ADA2-60023-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Batanes	813.1	Office of the Schools Division Superintendent- Batanes	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-120007-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	898.0005	Gamu Rural School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-120026-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	924.0007	San Mateo Vocational and Industrial School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-120037-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	953.3	Kasibu National Agricultural School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-120005-2023	2023	Non-Teaching	Unfilled
Region II - Cagayan Valley	Regional Office - Proper	802.8	Administrative Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-120014-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0001	Division of Nueva Ecija - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-150026-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0001	Division of Nueva Ecija - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-150025-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Fernando City	1292.0048	Division of City of San Fernando- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-150014-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Batangas City	1544	Office of the Schools Division Superintendent, Division of Batangas City	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-270240-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Laguna	1851	Gov. Felicisimo T. San Luis Integrated Senior High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-270242-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Lucena City	1831	Elementary Education, Division of Lucena City	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-270236-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	School Governance and Operations Division	Policy and Research Program	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-300023-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-300021-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Regional Office - Proper	1850.0007	Administrative Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-300013-2004	2004	Non-Teaching	Unfilled

Region IX - Zamboanga Peninsula	Division of Pagadian City	3297	Division of Pagadian City	General Management and Supervision	Administrative Aide II	2	8	174,936	14,578	OSEC-DECSB-ADA2-570015-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Norte	3832.1	Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	6	172,284	14,357	OSEC-DECSB-ADA2-570005-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3876	Division of Zamboanga Del Sur	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-570008-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Sur	2213	Office of the Schools Division Superintendent- Division of Camarines Sur	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-390036-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Naga City	2213	DIVISION OF NAGA CITY- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-390032-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Education Support Services Division	Learner Support Programs	Administrative Aide II	2	8	174,936	14,578	OSEC-DECSB-ADA2-390015-2004	2004	Non-Teaching	Unfilled
Region VI - Western Visayas	Division of Antique	2616.52	Antique Vocational School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-420079-2004	2004	Non-Teaching	Unfilled
Region VI - Western Visayas	Division of Capiz	2218.6006	Division of Capiz	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-420051-2004	2004	Non-Teaching	Unfilled
Region VI - Western Visayas	Division of Negros Occidental	2972	Negros Occidental High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-420067-2004	2004	Non-Teaching	Unfilled
Region VI - Western Visayas	Division of Roxas City	3028.5	Roxas City School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-420058-2004	2004	Non-Teaching	Unfilled
Region VI - Western Visayas	Division of Sagay City	2629.8	Division of Sagay City - School Governance and Operations Division	Policy and Research Program	Administrative Aide II	2	8	174,936	14,578	OSEC-DECSB-ADA2-420047-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Dumaguete City	3126	Office of the Schools Division Superintendent (OSDS) - Division of Dumaguete City	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-510037-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Siquijor	3126	Office of the Schools Division Superintendent - Division of Siquijor	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-510020-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Regional Office - Proper	2619	Administrative Division	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-510014-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Biliran	3128	Naval School of Fisheries	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540035-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-540080-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3488.5	Bato School of Fisheries	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540049-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3488.5	Bato School of Fisheries	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540048-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3505.2	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540047-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3522.5	Leyte Agro-Industrial School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540051-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3522.5	Leyte Agro-Industrial School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540052-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3585	Elementary Education-Northern Samar Division	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-540054-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3585	Elementary Education-Northern Samar Division	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-540055-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3609.5	San Antonio Agricultural and Vocational School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Farm Worker I	2	1	165,828	13,819	OSEC-DECSB-FAWK1-540060-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Ormoc City	3736.1	Office of the Schools Division Superintendent- Division of Ormoc City	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-540059-2004	2004	Non-Teaching	Unfilled

Region VIII - Eastern Visayas	Regional Office - Proper	3126	Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-540076-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-660015-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-660016-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Lanao del Norte	4020.4	d. Division of Lanao del Norte - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-660021-2004	2004	Non-Teaching	Unfilled
Region XI - Davao	Division of Mati City	4324.15	15. Matiao National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-750020-2004	2004	Non-Teaching	Unfilled
Region XII - SOCCSKSARGEN	Division of General Santos City	4616.2	Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-840023-2004	2004	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Siargao	5006.0006	Division of Siargao - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-1020017-2004	2004	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Surigao del Norte	4970.0006	Division of Surigao del Norte - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide II	2	1	165,828	13,819	OSEC-DECSB-ADA2-1020020-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Batanes	817	Sabtang National School of Fisheries	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Fisherman	3	1	176,136	14,678	OSEC-DECSB-FISM-120001-2001	2001	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Driver I	3	1	176,136	14,678	OSEC-DECSB-DRV1-390003-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Biliran	3126.1	Maripipi National Vocational School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Handicraft Worker I	3	1	176,136	14,678	OSEC-DECSB-HANDW1-540008-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Biliran	3126.1	Maripipi National Vocational School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Handicraft Worker I	3	1	176,136	14,678	OSEC-DECSB-HANDW1-540007-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3589.5	Bobon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Handicraft Worker I	3	1	176,136	14,678	OSEC-DECSB-HANDW1-540011-1998	1998	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	777.0025	Division of Abra	Operation of Schools - Elementary (Kinder to Grade 6)	Telegram Carrier	4	1	187,032	15,586	OSEC-DECSB-TELC-11-2019	2019	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Benguet	94.4	Division of Benguet - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-90017-1998	1998	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Benguet	94.4	Division of Benguet - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-90020-1998	1998	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Kalinga	193.5	Division of Kalinga - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-90008-1998	1998	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Kalinga	193.5	Division of Kalinga - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-90007-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	109.3	School Governance and Operation Division	Policy and Research Program	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-30002-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-30013-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-30007-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-30010-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-30008-1998	1998	Non-Teaching	Unfilled

Region II - Cagayan Valley	Division of Batanes	813.1	Office of the Schools Division Superintendent-Batanes	General Management and Supervision	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-120001-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	879	ELEMENTARY EDUCATION - SCHOOLS DIVISION OF ISABELA	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-120011-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	879	ELEMENTARY EDUCATION - SCHOOLS DIVISION OF ISABELA	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-120010-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Isabela	879	ELEMENTARY EDUCATION - SCHOOLS DIVISION OF ISABELA	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-120012-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.6	Cagayan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Fiscal Clerk I	4	1	187,032	15,586	OSEC-DECSB-FCK1-7-2016	2016	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Aurora	1012.3	Elementary Education-Aurora	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-150019-2003	2003	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.32	Division of Nueva Ecija-Talavera North District	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-150022-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Batangas City	1536	Elementary Education, Division of Batangas City	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240027-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Cavite	1466	Elementary Education, Division of Cavite	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240031-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Cavite	1466	Elementary Education, Division of Cavite	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240038-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Dasmariñas City	1845.0002	Dasmariñas Integrated High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240035-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Laguna	1848.5007	Elementary Education, Division of Laguna	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240043-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of San Pablo City	1848.0001	Elementary Education, Division of San Pablo City	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-270028-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of San Pablo City	1848.0001	Elementary Education, Division of San Pablo City	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240063-1998	1998	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Sta. Rosa City	1844	Elementary Education, Division of Sta. Rosa City	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240040-1998	1998	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-240001-1998	1998	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Puerto Princesa City	2094.3	School Governance and Operations Division	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-240002-2000	2000	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Dipolog City	3313.041	Division of Dipolog City Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-570028-1998	1998	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Norte	3833.1	Division of Zamboanga del Norte Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-570016-1998	1998	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3876	Division of Zamboanga Del Sur	General Management and Supervision	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-570011-1998	1998	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3877.1	Division of Zamboanga del Sur Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-570022-1998	1998	Non-Teaching	Unfilled
Region V - Bicol	Division of Naga City	2213	DIVISION OF NAGA CITY- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-390145-1998	1998	Non-Teaching	Unfilled

Region VI - Western Visayas	Division of Iloilo	2843	Dingle National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Dental Aide	4	2	188,472	15,706	OSEC-DECSB-DTA-420114-1998	1998	Non-Teaching	Unfilled
Region VI - Western Visayas	Division of Iloilo	2889.5	Pototan National Comprehensive High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-420111-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2620	Office of the Schools Division Superintendent - Division of Bohol	General Management and Supervision	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-510011-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2620	School Governance and Operations Division - Division of Bohol	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-510100-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Cebu City	3263.03	School Governance and Operations Division - Division of Cebu City	Learner Support Programs	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-510095-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Cebu City	3263.03	School Governance and Operations Division - Division of Cebu City	Learner Support Programs	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-510092-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212	Office of the Schools Division Superintendent - Division of Negros Oriental	General Management and Supervision	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-510012-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212.2	School Governance and Operations Division - Division of Negros Oriental	Learner Support Programs	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-510087-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212.2	School Governance and Operations Division - Division of Negros Oriental	Learner Support Programs	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-510088-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212.2	School Governance and Operations Division - Division of Negros Oriental	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-510078-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212.2	School Governance and Operations Division - Division of Negros Oriental	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-510082-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212.2	School Governance and Operations Division - Division of Negros Oriental	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-510080-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Siquijor	3126	Office of the Schools Division Superintendent - Division of Siquijor	General Management and Supervision	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-510101-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Biliran	3126.1	Division of Biliran - School Governance and Operations Division	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-540054-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477	Elementary Education-Leyte Division	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-540056-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3585	Elementary Education-Northern Samar Division	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-540060-1998	1998	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3585	Elementary Education-Northern Samar Division	Operation of Schools - Elementary (Kinder to Grade 6)	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-540013-1998	1998	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-660024-1998	1998	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.6079	49. Lantapan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-660008-1998	1998	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Misamis Oriental	4022.4	d. Division of Misamis Oriental - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	8	197,316	16,443	OSEC-DECSB-DTA-660032-1998	1998	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Misamis Oriental	4022.4	d. Division of Misamis Oriental - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-660034-1998	1998	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Misamis Oriental	4022.4	d. Division of Misamis Oriental - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-660031-1998	1998	Non-Teaching	Unfilled
Region XI - Davao	Division of Davao del Norte	4311.0002	Office of the Schools Division Superintendent - Division of Davao del Norte	General Management and Supervision	Statistician Aide	4	1	187,032	15,586	OSEC-DECSB-STATA-750009-1998	1998	Non-Teaching	Unfilled
Region XI - Davao	Division of Davao del Norte	4311.0004	School Governance and Operations Division - Division of Davao del Norte	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-750024-1998	1998	Non-Teaching	Unfilled
Region XI - Davao	Division of Davao del Norte	4311.0004	School Governance and Operations Division - Division of Davao del Norte	Learner Support Programs	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-750023-1998	1998	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Siargao	5006.0006	Division of Siargao - Office of the Schools Division Superintendent	General Management and Supervision	Dental Aide	4	1	187,032	15,586	OSEC-DECSB-DTA-1020022-1998	1998	Non-Teaching	Unfilled





Region IVA - CALABARZON	Division of San Pablo City	1848.0001	Elementary Education, Division of San Pablo City	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-270371-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300062-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300056-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300061-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300068-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300065-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300059-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300064-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300066-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Zamboanga del Sur	3877.1	Division of Zamboanga del Sur Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-570060-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390223-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390227-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390228-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390224-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.5	DIVISION OF CAMARINES NORTE-ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390222-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Sorsogon	2217.5	DIVISION OF SORSOGON- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390239-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Sorsogon	2217.5	DIVISION OF SORSOGON- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390249-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Sorsogon	2217.5	DIVISION OF SORSOGON- ELEMENTARY EDUCATION	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390237-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-510044-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-510040-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2633	Elementary Education - Division of Bohol	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-510046-2004	2004	Non-Teaching	Unfilled



Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-660044-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-660040-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-660025-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.2	Asset Management Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-32-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide IV	4	8	197,316	16,443	OSEC-DECSB-ADA4-30-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-24-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-25-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-95-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.2	Accounting Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-52-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.2	Accounting Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-51-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.3	Budget Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-46-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	9.2	Employee Welfare Division	Organizational and Professional Development for Non-Teaching Personnel	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-58-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	12.2	Communications Division	Education Information and Communication Services	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-57-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	12.3	Publications Division	Education Information and Communication Services	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-74-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	13.3	Quality Assurance Division	Human resource development for personnel in schools and learning centers	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-56-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	17.2	Education Assessment Division	National Assessment Systems for Basic Education	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-100-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	17.3	Education Research Division	National Assessment Systems for Basic Education	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-102-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	19.2	Learning Resources Production Division	Management and Administration of Learning Resources	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-110-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	19.2	Learning Resources Production Division	Management and Administration of Learning Resources	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-83-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	86.1	Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-30256-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	86.1	Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-30257-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	92	Administrative Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-30258-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	92	Administrative Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-30259-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	93	Budget and Finance Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-30263-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	93	Budget and Finance Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-30262-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Regional Office - Proper	240	Administrative Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-60259-2004	2004	Non-Teaching	Unfilled

Region II - Cagayan Valley	Division of Nueva Vizcaya	944.3	School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-120034-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Regional Office - Proper	802.8	Administrative Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-120065-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Regional Office - Proper	802.8	Administrative Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-120069-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Angeles City	1019.013	Division of Angeles City- School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-150150-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Angeles City	1019.013	Division of Angeles City- School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-150153-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300044-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300047-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300049-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300050-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Puerto Princesa City	2094.3	School Governance and Operations Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-300075-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Regional Office - Proper	3290	Finance Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-570013-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Sur	2213	Schools Governance and Operations Division- Division of Camarines Sur	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390150-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Sur	2213	Schools Governance and Operations Division- Division of Camarines Sur	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390158-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Sur	2213	Schools Governance and Operations Division- Division of Camarines Sur	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390162-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Education Support Services Division	Learner Support Programs	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390248-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Field Technical Assistance Division	Curricular programs, learning management models, standards and strategy development	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390008-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Administrative Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390007-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Finance Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390018-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Finance Division	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-390006-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540195-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540179-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540196-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540186-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540178-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540187-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540188-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540184-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540197-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540192-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Regional Office - Proper	3126	Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-540161-2004	2004	Non-Teaching	Unfilled









Region XIII - CARAGA	Division of Surigao del Norte	4970.0006	Division of Surigao del Norte - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-1020061-2004	2004	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Surigao del Norte	4970.0006	Division of Surigao del Norte - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-1020059-2004	2004	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Surigao del Norte	4970.0006	Division of Surigao del Norte - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide IV	4	1	187,032	15,586	OSEC-DECSB-ADA4-1020058-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.8	Baguio Teachers Camp	General Management and Supervision	Administrative Aide V	5	1	198,516	16,543	OSEC-DECSB-ADA5-90014-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	4.1	Office of the Director - LS	Legal Service and Development of Education-Related Laws and Rules	Administrative Aide V	5	1	198,516	16,543	OSEC-DECSB-ADA5-7-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	955	Nansiakan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Security Guard II	5	1	198,516	16,543	OSEC-DECSB-SECG2-120009-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	956	Nueva Vizcaya General Comprehensive High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Security Guard II	5	1	198,516	16,543	OSEC-DECSB-SECG2-120010-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Quirino	966.0005	Cabarroguis National School of Arts and Trade	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Security Guard II	5	1	198,516	16,543	OSEC-DECSB-SECG2-120003-2001	2001	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Quirino	969	Quirino General High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Security Guard II	5	1	198,516	16,543	OSEC-DECSB-SECG2-120011-2001	2001	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Regional Office - Proper	3290	Office of the Regional Director	General Management and Supervision	Legal Aide	5	1	198,516	16,543	OSEC-DECSB-LEAD-570002-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Cebu Province	2801	Schools Governance and Operations Division - Division of Cebu Province	Policy and Research Program	Legal Aide	5	1	198,516	16,543	OSEC-DECSB-LEAD-510003-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Tagbilaran City	3301.02	Division of Tagbilaran City - Office of the Schools Division Superintendent (OSDS)	General Management and Supervision	Administrative Aide V	5	1	198,516	16,543	OSEC-DECSB-ADA5-510015-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Regional Office - Proper	3126	Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Security Guard II	5	1	198,516	16,543	OSEC-DECSB-SECG2-540003-1998	1998	Non-Teaching	Unfilled
Region X - Northern Mindanao	Regional Office - Proper	4002.1	2. Office of the Regional Director	General Management and Supervision	Legal Aide	5	1	198,516	16,543	OSEC-DECSB-LEAD-660002-1998	1998	Non-Teaching	Unfilled
Central Office	Central Office	3.2	Asset Management Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-13-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.3	Cash Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-16-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.3	Cash Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-14-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-10-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.7	Records Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-17-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.2	Accounting Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-24-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.2	Accounting Division	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-23-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	11.3	Planning and Programming Division	Planning and Management Information Systems	Draftsman I	6	1	210,636	17,553	OSEC-DECSB-DFM1-1-1998	1998	Non-Teaching	Unfilled
Central Office	Central Office	12.3	Publications Division	Education Information and Communication Services	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-36-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	12.3	Publications Division	Education Information and Communication Services	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-34-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	12.3	Publications Division	Education Information and Communication Services	Proofreader II	6	1	210,636	17,553	OSEC-DECSB-PROOF2-3-1998	1998	Non-Teaching	Unfilled
Central Office	Central Office	16.2	School Health Division	Learner Support Programs	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-44-2004	2004	Non-Teaching	Unfilled
Region I - Ilocos	Division of Laoag City	241.4592	Division of Laoag City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-60070-2015	2015	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	947	Alfonso Castañeda National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-120016-2004	2004	Non-Teaching	Unfilled

Region II - Cagayan Valley	Division of Nueva Vizcaya	956	Nueva Vizcaya General Comprehensive High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Aide VI	6	1	210,636	17,553	OSEC-DECSB-ADA6-120018-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.1	Office of the Schools Division Superintendent-Tuguegarao	General Management and Supervision	Communications Equipment Operator II	6	7	220,548	18,379	OSEC-DECSB-CEO2-7-2020	2020	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.6	Cagayan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Accounting Clerk II	6	1	210,636	17,553	OSEC-DECSB-AC2-6-2016	2016	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.6	Cagayan National High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Mechanic II	6	1	210,636	17,553	OSEC-DECSB-MECH2-120001-2008	2008	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Iligan City	4025.1	a. Division of Iligan City - Office of the Schools Division Superintendent	General Management and Supervision	Clerk III	6	1	210,636	17,553	OSEC-DECSB-CK3-8-2019	2019	Non-Teaching	Unfilled
Central Office	Central Office	18.3	Project Management Division	Development and Management of Bilateral and Multilateral Education Projects	Project Development Assistant	8	1	236,928	19,744	OSEC-DECSB-PDA-3-1998	1998	Non-Teaching	Unfilled
Central Office	Central Office	6	Disaster Risk Reduction and Management Service	Disaster Preparedness and Response Program	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-ADAS3-46-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.3	Budget Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-ADAS3-9-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.3	Budget Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-ADAS3-8-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	14.2	Curriculum Standards Development Division	Basic Education Curriculum	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-ADAS3-S1-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Finance Division	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-ADAS3-390012-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Regional Office - Proper	2619	Human Resource Development Division	Organizational and Professional Development for Non-Teaching Personnel	Dormitory Manager I	9	1	254,532	21,211	OSEC-DECSB-DORMG1-510002-1998	1998	Non-Teaching	Unfilled
Region XI - Davao	Division of Digos City	4319.0002	Office of the Schools Division Superintendent - Division of Digos City	General Management and Supervision	Administrative Assistant III	9	1	254,532	21,211	OSEC-DECSB-ADAS3-750002-2014	2014	Non-Teaching	Unfilled
Central Office	Central Office	17.3	Education Research Division	National Assessment Systems for Basic Education	Education Research Assistant II	10	1	278,112	23,176	OSEC-DECSB-EDRA2-4-1998	1998	Teaching-Related	Unfilled
Region IVA - CALABARZON	Division of Cavite	1466.1	Office of the Schools Division Superintendent, Division of Cavite	General Management and Supervision	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-ADOF1-37-2004	2004	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.601	Basud National High School, Basud	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Cashier I	10	1	278,112	23,176	OSEC-DECSB-CASH1-390001-2008	2008	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Norte	2214.6095	Tulay na Lupa National High School, Labo	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-ADOF1-390069-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Dumaguete City	3126	Office of the Schools Division Superintendent (OSDS) - Division of Dumaguete City	General Management and Supervision	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-ADOF1-510013-2004	2004	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3589.5	Bobon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEDD1-S40051-1998	1998	Teaching-Related	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3589.5	Bobon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEDD1-540050-1998	1998	Teaching-Related	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3589.5	Bobon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Crafts Education Demonstrator I	10	1	278,112	23,176	OSEC-DECSB-CEDD1-540052-1998	1998	Teaching-Related	Unfilled
Region VIII - Eastern Visayas	Division of Northern Samar	3589.5	Bobon School for Philippine Craftsmen	Operation of Schools - Junior High School (Grade 7 to Grade 10)	School Farm Demonstrator	10	1	278,112	23,176	OSEC-DECSB-SFD-540004-1998	1998	Teaching-Related	Unfilled
Region VIII - Eastern Visayas	Division of Ormoc City	3736.1	Office of the Schools Division Superintendent-Division of Ormoc City	General Management and Supervision	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-ADOF1-540063-2004	2004	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Agusan del Norte	4930.0001	a. Division of Agusan del Norte-Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer I	10	1	278,112	23,176	OSEC-DECSB-ADOF1-1020012-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	3.5	General Services Division	General Management and Supervision	Librarian I	11	8	348,900	29,075	OSEC-DECSB-LIB1-2-1998	1998	Non-Teaching	Unfilled
Central Office	Central Office	7.1	Office of the Director - FS	General Management and Supervision	Administrative Assistant V	11	1	324,000	27,000	OSEC-DECSB-ADAS5-32-2004	2004	Non-Teaching	Unfilled
Central Office	Central Office	7.2	Accounting Division	General Management and Supervision	Administrative Assistant V	11	8	348,900	29,075	OSEC-DECSB-ADAS5-16-2004	2004	Non-Teaching	Unfilled

Central Office	Central Office	11.4	Education Management Information System Division	Planning and Management Information Systems	Administrative Assistant V	11	1	324,000	27,000	OSEC-DECSB-ADASS-44-2004	2004	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	646	Division of Abra - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Agriculturist I	11	1	324,000	27,000	OSEC-DECSB-AG1-90002-2008	2008	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	646	Division of Abra - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-90067-2010	2010	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	646	Division of Abra - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Agriculturist I	11	1	324,000	27,000	OSEC-DECSB-AG1-90006-2008	2008	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	646	Division of Abra - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Agriculturist I	11	1	324,000	27,000	OSEC-DECSB-AG1-90004-2008	2008	Non-Teaching	Unfilled
Cordillera Administrative Region (CAR)	Division of Abra	646	Division of Abra - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Agriculturist I	11	1	324,000	27,000	OSEC-DECSB-AG1-90003-2008	2008	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Makati	208.6	Division of Makati- Office of the Schools Division Superintendent	General Management and Supervision	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-30012-2010	2010	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Malabon City	217.1	Division of Malabon City- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-30007-2005	2005	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Mandaluyong	241.2345	Division of Mandaluyong City- Office of the Schools Division Superintendent	General Management and Supervision	Human Resource Management Officer I	11	1	324,000	27,000	OSEC-DECSB-HRMO1-30006-2004	2004	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	121	Esteban Abada High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	School Librarian I	11	1	324,000	27,000	OSEC-DECSB-SL1-30005-1998	1998	Teaching-Related	Unfilled
National Capital Region (NCR)	Division of Muntinlupa	225.02	Division of Muntinlupa City-Office of the Schools Division Superintendent	General Management and Supervision	Human Resource Management Officer I	11	1	324,000	27,000	OSEC-DECSB-HRMO1-30002-2003	2003	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Navotas City	222	Division of Navotas- School Governance and Operations Division	Policy and Research Program	Human Resource Management Officer I	11	1	324,000	27,000	OSEC-DECSB-HRMO1-30036-2011	2011	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Pasay City	143.1	Division of Pasay City-Office of the Schools Division Superintendent	General Management and Supervision	Human Resource Management Officer I	11	1	324,000	27,000	OSEC-DECSB-HRMO1-30002-2001	2001	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Valenzuela	241.2345	Division of Valenzuela City-Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-30006-2005	2005	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Valenzuela	241.2345	Division of Valenzuela City-Office of the Schools Division Superintendent	General Management and Supervision	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-30001-2012	2012	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	85	Office of the Regional Director	General Management and Supervision	Nutritionist-Dietitian I	11	1	324,000	27,000	OSEC-DECSB-ND1-30001-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	85	Office of the Regional Director	General Management and Supervision	Nutritionist-Dietitian I	11	1	324,000	27,000	OSEC-DECSB-ND1-30002-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	86.1	Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-30001-1998	1998	Non-Teaching	Unfilled
National Capital Region (NCR)	Regional Office - Proper	93	Budget and Finance Division	General Management and Supervision	Administrative Assistant V	11	8	348,900	29,075	OSEC-DECSB-ADASS-30105-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Batanes	814	Elementary Education - Schools Division Office of Batanes	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-120006-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	944.3	School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-120008-2004	2004	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Nueva Vizcaya	945	Elementary Education - Schools Division of Nueva Vizcaya	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-120032-2011	2011	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Quirino	963.1	Office of the Schools Division Superintendent- Quirino	General Management and Supervision	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-120030-2011	2011	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.1	Office of the Schools Division Superintendent- Tuguegarao	General Management and Supervision	Fiscal Examiner I	11	1	324,000	27,000	OSEC-DECSB-FEX1-1-2017	2017	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.6	Elementary Education - Schools Division Office of Tuguegarao City	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-120105-2009	2009	Non-Teaching	Unfilled
Region II - Cagayan Valley	Division of Tuguegarao City	821.6	Elementary Education - Schools Division Office of Tuguegarao City	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-120013-2004	2004	Non-Teaching	Unfilled

Region III - Central Luzon	Division of Angeles City	1019.012	Division of Angeles City- Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150010-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Angeles City	1019.013	Division of Angeles City- School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150018-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Mabalacat City	1021.71	Division of Mabalacat City- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150003-2013	2013	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0001	Division of Nueva Ecija - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150027-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Nueva Ecija	1015.0003	Division of Nueva Ecija - School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150004-2007	2007	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Olongapo City	1021.001	Division of Olongapo City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150021-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Fernando City	1292.0041	Division of City of San Fernando- Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150022-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Fernando City	1292.005	Division of City of San Fernando- Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150008-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Jose del Monte City	1266.031	Division of San Jose Del Monte City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150023-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of San Jose del Monte City	1266.1	Division of San Jose Del Monte City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150007-2011	2011	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150004-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150005-2009	2009	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-150002-2011	2011	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac	1017	Division of Tarlac Province	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150017-2004	2004	Non-Teaching	Unfilled
Region III - Central Luzon	Division of Tarlac City	1021.32	Division of Tarlac City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-150026-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Antipolo City	1381	Office of the Schools Division Superintendent, Division of Antipolo City	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-35-2004	2004	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Batangas	1814	Elementary Education, Division of Batangas	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	5	337,932	28,161	OSEC-DECSB-LIB1-270004-2009	2009	Non-Teaching	Unfilled
Region IVA - CALABARZON	Division of Quezon	1613	Elementary Education, Division of Quezon	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-270005-2010	2010	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Calapan City	3714.5	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300011-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Calapan City	3714.5	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300007-2009	2009	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-300011-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300001-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Marinduque	3746.1	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300002-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-300014-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300003-2009	2009	Non-Teaching	Unfilled

Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300004-2009	2009	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Oriental Mindoro	3954.1	Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300002-2009	2009	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-300012-2004	2004	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Palawan	2007	Division of Palawan	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300008-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Puerto Princesa City	2094.3	School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-300007-2011	2011	Non-Teaching	Unfilled
Region IVB - MIMAROPA	Division of Puerto Princesa City	2094.3	School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-300013-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Dipolog City	3298	Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-570017-2004	2004	Non-Teaching	Unfilled
Region IX - Zamboanga Peninsula	Division of Dipolog City	3298	Office of the Schools Division Superintendent	General Management and Supervision	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-570003-2009	2009	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Sur	2213	Schools Governance and Operations Division- Division of Camarines Sur	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-390002-2008	2008	Non-Teaching	Unfilled
Region V - Bicol	Division of Camarines Sur	2213	Schools Governance and Operations Division- Division of Camarines Sur	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-390003-2009	2009	Non-Teaching	Unfilled
Region V - Bicol	Regional Office - Proper	2217.5	Administrative Division	General Management and Supervision	Administrative Officer II	11	8	348,900	29,075	OSEC-DECSB-ADOF2-390007-2004	2004	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2620	Curriculum Implementation Division - Division of Bohol	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-510056-2007	2007	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Bohol	2620	Curriculum Implementation Division - Division of Bohol	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-510014-2009	2009	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Cebu City	3263	A. Elementary Education - Division of Cebu City	Operation of Schools - Elementary (Kinder to Grade 6)	Nutritionist-Dietitian I	11	1	324,000	27,000	OSEC-DECSB-ND1-510004-1998	1998	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Negros Oriental	3212.3	Curriculum Implementation Division-Division of Negros Oriental	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-510057-2007	2007	Non-Teaching	Unfilled
Region VII - Central Visayas	Division of Tagbilaran City	3301.02	Division of Tagbilaran City - Office of the Schools Division Superintendent (OSDS)	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-510013-2008	2008	Non-Teaching	Unfilled
Region VIII - Eastern Visayas	Division of Leyte	3477.3	School Governance and Operations Division- Leyte Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-540065-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Bukidnon	4016.4	d. Division of Bukidnon - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660173-2011	2011	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Camiguin	4019.2	b. Division of Camiguin - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660024-2009	2009	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Camiguin	4019.4	d. Division of Camiguin - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-660008-2004	2004	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Gingoog City	4027.2	b. Division of Gingoog City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660174-2011	2011	Non-Teaching	Unfilled

Region X - Northern Mindanao	Division of Iligan City	4025.2	b. Division of Iligan City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660005-2007	2007	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Lanao del Norte	4020.4	d. Division of Lanao del Norte - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660023-2009	2009	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Malaybalay City	4017.1	a. Division of Malaybalay City - Office of the Schools Division Superintendent	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-660003-2010	2010	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Malaybalay City	4017.2	b. Division of Malaybalay City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660177-2011	2011	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Misamis Oriental	4022.4	d. Division of Misamis Oriental - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Agriculturist I	11	1	324,000	27,000	OSEC-DECSB-AG1-660002-2008	2008	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Misamis Oriental	4022.4	d. Division of Misamis Oriental - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660020-2009	2009	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Misamis Oriental	4022.4	d. Division of Misamis Oriental - Elementary Education	Operation of Schools - Elementary (Kinder to Grade 6)	Agriculturist I	11	1	324,000	27,000	OSEC-DECSB-AG1-660001-2008	2008	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Oroquieta City	4027.72	b. Division of Oroquieta City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660171-2011	2011	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Oroquieta City	4027.73	c. Division of Oroquieta City - School Governance and Operations Division	Policy and Research Program	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-660009-2008	2008	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Tangub City	4028.5	e. Division of Tangub City - Elementary	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660001-2007	2007	Non-Teaching	Unfilled
Region X - Northern Mindanao	Division of Tangub City	4028.5	e. Division of Tangub City - Elementary	Operation of Schools - Elementary (Kinder to Grade 6)	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-660010-2008	2008	Non-Teaching	Unfilled
Region X - Northern Mindanao	Regional Office - Proper	4002.2	3. Curriculum and Learning Management Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-660002-1998	1998	Non-Teaching	Unfilled
Region XI - Davao	Division of Mati City	4324.0003	Curriculum Implementation Division - Division of Mati City	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-750022-2011	2011	Non-Teaching	Unfilled
Region XI - Davao	Division of Panabo City	4321.0002	Office of the Schools Division Superintendent - Division of Panabo City	General Management and Supervision	Administrative Officer II	11	1	324,000	27,000	OSEC-DECSB-ADOF2-750019-2004	2004	Non-Teaching	Unfilled
Region XI - Davao	Division of Panabo City	4321.0003	Curriculum Implementation Division - Division of Panabo City	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-750003-2007	2007	Non-Teaching	Unfilled
Region XII - SOCCSKSARGEN	Division of Sarangani	4617.4	Division of Sarangani	Operation of Schools - Elementary (Kinder to Grade 6)	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-840003-2011	2011	Non-Teaching	Unfilled
Region XII - SOCCSKSARGEN	Regional Office - Proper	4609	Administrative Division	General Management and Supervision	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-840002-1998	1998	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Bislig City	4960	d. Division of Bislig City - Curriculum Implementation Division	Curricular programs, learning management models, standards and strategy development	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-1020001-2009	2009	Non-Teaching	Unfilled
Region XIII - CARAGA	Division of Siargao	5006.001	Division of Siargao - School Governance and Operations Division	Policy and Research Program	Librarian I	11	1	324,000	27,000	OSEC-DECSB-LIB1-1020002-2011	2011	Non-Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	113	Araullo High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Teacher I	11	1	324,000	27,000	OSEC-DECSB-TCH1-37513-1998	1998	Teaching	Unfilled































National Capital Region (NCR)	Division of Manila	141	T. Paez Integrated High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Teacher I	11	1	324,000	27,000	OSEC-DECSB-TCH1-39957-1998	1998	Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	141	T. Paez Integrated High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Teacher I	11	1	324,000	27,000	OSEC-DECSB-TCH1-39996-1998	1998	Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	141	T. Paez Integrated High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Teacher I	11	1	324,000	27,000	OSEC-DECSB-TCH1-39982-1998	1998	Teaching	Unfilled
National Capital Region (NCR)	Division of Manila	141	T. Paez Integrated High School	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Teacher I	11	1	324,000	27,000	OSEC-DECSB-TCH1-39975-1998	1998	Teaching	Unfilled

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parenthetical Title</b>		<b>Governance Level</b>	SDO
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Administrative Unit - Procurement
<b>Reports to</b>	Administrative Officer IV	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None		
<b>JOB SUMMARY</b>			
<p>The Administrative Officer II is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents; preparation of Contracts, Memoranda of Agreement (MOA), and Purchase Orders (POs) and other agreement documents in the Schools Division Office (SDO), specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's Degree relevant to the job		
Experience	None Required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None Required		
<b>B. Preferred Qualifications</b>			
Education			
Experience	1 year relevant experience in Procurement		
Eligibility			
Trainings	4 hours relevant training		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>Procurement Planning</b></p>	<ul style="list-style-type: none"> <li>• Support the Administrative Officer (AO) IV in organizing and conducting quarterly end-user interface meetings by preparing schedules, sending notifications, securing venues, and compiling reference materials.</li> <li>• Guide the end-user units in completing procurement-related documents by providing templates, checking completeness of entries, and guiding them on required attachments in accordance with RA 12009.</li> <li>• Compile and encode PPMPs from all SDO units for initial consolidation into the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE).</li> <li>• Collect and consolidate PPMPs from end-user units, and coordinate with the Bids and Awards Committee (BAC) Secretariat, Planning, and Budget Units to ensure accuracy, completeness, and alignment with budget and procurement guidelines before endorsement to the AO IV.</li> <li>• Provide logistical and clerical support in planning, prioritizing, and coordinating procurement tasks with the BAC Secretariat upon receipt of approved procurement requests from end-users, ensuring timely and efficient processing and proper documentation in line with approved procurement schedules.</li> <li>• Receive and log submitted PPMPs and related procurement documents from end-users for review by the AO IV prior to consolidation into the Division APP.</li> <li>• Prepare draft Agency Procurement Requests (APRs) based on consolidated end-user requirements for review by the AO IV and transmit approved APRs to DBM-Procurement Service for stock availability confirmation.</li> <li>• Assist in the preparation and initial checking of required GPPB reports (e.g., APP, CSE, Non-CSE, APCPI, PhilGEPS postings) before submission to the AO IV for review and endorsement.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Conduct and document market surveys by gathering current pricing, specifications, and supplier information for goods, services, and infrastructure, and submit the results to the AO IV for review and analysis.</li> <li>• Collect and compile market survey data from various sources and coordinate with end-users to confirm technical specifications and supplier details for consolidation by the AO IV.</li> <li>• Encode and update the market price database with validated survey results, ensuring accuracy, completeness, and accessibility for procurement planning and monitoring purposes.</li> </ul>
<p><b>Procurement Process Management</b></p>	<ul style="list-style-type: none"> <li>• Prepare and organize draft procurement documents (e.g., bid forms, invitations, advertisements, requests for quotations, bid bulletins, notices of award, contracts, and notices to proceed) for initial review of the AO IV, ensuring accuracy and completeness.</li> <li>• Post approved procurement opportunities and related notices (e.g., invitations to bid, request for quotations, bid bulletins, and annual procurement plan) in PhilGEPS and other authorized platforms, and update procurement tracking system and relevant databases.</li> <li>• Provide administrative and logistical support in the conduct of post-qualification activities by preparing necessary documents, securing schedules, and recording proceedings, ensuring that all requirements are complete and ready for review by the BAC members and Technical Working Group (TWG).</li> <li>• Coordinate and arrange schedules for BAC meetings, conferences, and bidding activities, including preparing procurement timelines, agendas, minutes of meetings, and BAC resolutions.</li> <li>• Coordinate and facilitate with BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Provide logistical and clerical support during procurement activities such as pre-procurement conferences, pre-bid conferences, bid submission and opening, evaluation, and BAC deliberations.</li> <li>• Issue and record the sale/distribution of bidding documents to suppliers, contractors, and consultants, maintaining accurate logs and supporting documents.</li> <li>• Maintain and regularly update a supplier, contractor, consultant, and observer database for the SDO, ensuring accurate and current contact and performance information.</li> <li>• Prepare and release POs after AO IV validation, record served POs for tracking and transmit documents to concerned offices for processing.</li> <li>• Maintain orderly procurement files and archive for all transactions, ensuring they are complete, accessible, and audit ready.</li> <li>• Provide administrative assistance in the conduct of procurement-related trainings and activities initiated by the Central Office (CO) and Regional Office (RO) for end-users in the SDO.</li> </ul>
<p><b>Procurement Contracts Management</b></p>	<ul style="list-style-type: none"> <li>• Support the AO IV in managing procurement contracts by assisting in the planning and organization of all stages of contract administration to help reduce, eliminate, or mitigate financial, legal, and procurement-related risks.</li> <li>• Provide administrative and logistical support in monitoring supplier, contractor, and consultant compliance with the specified terms and conditions of procurement contracts, including tracking deliverables, timelines, and performance.</li> <li>• Coordinate with the Procurement Management Service – Contract Management Division (ProcMS-CMD) on matters relating to the delivery of goods procured by the CU and RO, ensuring timely documentation and communication.</li> <li>• Facilitate coordination with end-user units for the inspection and acceptance of delivered goods and services and liaise with the Finance Unit to help ensure prompt payment of contracts.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.</li> </ul>
<p><b>Procurement Monitoring and Evaluation</b></p>	<ul style="list-style-type: none"> <li>• Draft Inspection Orders with complete project and item details based on approved documents for signature by the Schools Division Superintendent (SDS) or authorized official.</li> <li>• Monitor and record the progress of procurement activities against set timelines, and report variances to the AO IV.</li> <li>• Gather and organize procurement-related data to support the preparation and timely submission of reports to oversight agencies, including but not limited to the Procurement Monitoring Report (PMR) and the Agency Procurement Compliance and Performance Indicators (APCPI).</li> <li>• Compile and prepare data for monthly, quarterly, and annual accomplishment reports, as well as other required documentation for the BAC and its Secretariat, ensuring accuracy and on-time submission to concerned offices.</li> <li>• Conduct and encode results of market surveys to update the latest prices of goods, services, and equipment, and maintain an up-to-date price database for use in procurement planning and evaluation.</li> <li>• Maintain an updated procurement tracking system and ensure all milestones are recorded.</li> <li>• Keep records of supplier and contractor performance issues for possible sanction proceedings.</li> </ul>
<p><b>Administrative and Records Management</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative and clerical support to the SDO Inspectorate Team by preparing and furnishing reference documents for inspections, ensuring proper documentation, and facilitating timely submission of inspection reports to the CO.</li> <li>• Coordinate with end-user units on the delivery of goods procured by the CO or RO, confirming receipt and assisting in related documentation requirements.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Assist in the administrative processing of sanctions against non-compliant suppliers, contractors, and consultants, in accordance with applicable procurement rules and procedures.</li> <li>• Coordinate and facilitate meetings with end-users by arranging schedules, preparing materials, and ensuring that proceedings are documented for reference and follow-up.</li> </ul>
<b>Secondary duties</b>	<ul style="list-style-type: none"> <li>• Perform other relevant functions as may be assigned by the supervisor.</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Officer IV	<b>Salary Grade</b>	15
<b>Parenthetical Title</b>		<b>Governance Level</b>	SDO
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Administrative Unit - Procurement
<b>Reports to</b>	Assistant Schools Division Superintendent Administrative Officer V	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Officer II		
<b>JOB SUMMARY</b>			
The Administrative Officer IV oversees and manages the full procurement cycle in the Schools Division Office (SDO), ensuring that all activities, from planning and bidding to contract administration and monitoring are compliance with RA 12009, its Implementing Rules and Regulations (IRR), and related procurement guidelines. The position is in-charge of the Procurement Unit, supervises staff, coordinates closely with end-users and the Bids and Awards Committee (BAC), and ensures transparency, accountability, and efficiency in all procurement transactions. By integrating procurement planning, process management, contract oversight, and performance evaluation, the AO IV safeguards public resources, mitigates risks, and delivers timely, quality goods and services to support the SDO's operational and educational objectives.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelors degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience	2 years relevant experience in Procurement		
Eligibility			
Trainings	8 hours relevant training		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>Procurement Planning</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the end-users in the preparation and completion of their procurement-related documents, ensuring compliance with existing procurement laws, rules, and guidelines such as RA 12009 or the New Government Procurement Act.</li> <li>• Prepare the Division Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) by collecting, reviewing, and consolidating the Project Procurement Management Plans (PPMPs) of all SDO units, ensuring completeness, accuracy, and alignment with agency requirements, for approval of the Schools Division Superintendent (SDS) and submission to the DBM-Procurement Service within prescribed timelines.</li> <li>• Supervise the submission the PPMP and other related procurement documents by end-user to ensure accuracy, completeness, and compliance prior to consolidation into the Division APP for recommendation to the BAC and approval by the Head of the Procuring Entity (HoPE).</li> <li>• Organize and conduct quarterly end-user interface meetings in the SDO functional units to gather requirements, address procurement concerns, and provide guidance on proper documentation and timelines.</li> <li>• Process, prepare, and validate Agency Procurement Requests (APRs) from end-users on a quarterly basis to ensure completeness, accuracy, and alignment with the approved APP prior to endorsement for approval or adjustment if necessary; and coordinate with DBM-Procurement Service for stock availability to determine whether supplies will be procured from the DBM depot or sourced externally.</li> <li>• Facilitate and ensure the timely submission and compliance of required Government Procurement Policy Board (GPPB) reports, including the Division APP, CSE, Non-CSE, Agency Procurement Compliance and Performance Indicators (APCPI), and PhilGEPS postings.</li> <li>• Plan, coordinate, and prioritize procurement tasks with the BAC and its Secretariat upon receipt of approved procurement requests, ensuring alignment with the approved Division APP and procurement schedules.</li> <li>• Plan, oversee, and analyze market surveys to gather accurate and up-to-date pricing, specifications, and supplier information for use in preparing PPMPs and the APP, in compliance with RA 12009.</li> <li>• Coordinate with end-user units and the BAC Secretariat to integrate validated market survey data into technical specifications, cost estimates, and procurement schedules.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and update a market price database to support transparency, competitiveness, and value-for-money procurement decisions.</li> </ul>
<p><b>Procurement Process Management</b></p>	<ul style="list-style-type: none"> <li>• Coordinate, facilitate, and monitor the procurement process from the preparation of procurement documents and posting of bid advertisements to the updating of the procurement tracking system in compliance with procurement laws, regulations and applicable GPPB guidelines.</li> <li>• Prepare and issue Purchase Orders (POs) to winning bidders based on validated APRs and Purchase Requests (PRs), ensuring accuracy, completeness, and compliance with RA 12009 and other related procurement rules and regulations, and promptly serve the approved POs to facilitate timely delivery of goods and services.</li> <li>• Implement procurement activities in collaboration with end-users, ensuring that all processes from preparation of bidding documents to posting of procurement opportunities adhere with existing procurement laws and regulations.</li> <li>• Coordinate and facilitate BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li> <li>• Prepare, facilitate, and document key procurement proceedings in the division, including but not limited to pre-procurement conferences, pre-bid conferences, bid submission, bid opening, evaluation, and post-qualification, in line with the principles of transparency, competitiveness, efficiency, and proportionality.</li> <li>• Oversee the sale distribution, issuance and proper documentation of bidding documents to suppliers, contractors, consultants, and other interested parties, ensuring open access to information and compliance with participatory procurement practices.</li> <li>• Update and maintain the procurement tracking system and PhilGEPS postings to ensure real-time visibility of procurement activities in the SDO and to support open contracting requirements under RA 12009.</li> <li>• Provide technical guidance and assign tasks to the Administrative Officer II within the Procurement Unit, monitoring outputs for timeliness, accuracy, and adherence to procurement schedules and quality standards.</li> <li>• Maintain complete and accurate procurement records to support audit, monitoring, and evaluation, ensuring that all documentation meets the accountability and sustainability standards mandated by the existing procurement law.</li> </ul>

<p><b>Procurement Contracts Management</b></p>	<ul style="list-style-type: none"> <li>• Plan, implement, and administer all stages of procurement contract management—covering contract execution, monitoring, and close-out—in accordance with RA 12009 and its IRR, ensuring transparency, accountability, and efficiency. This includes applying risk management measures to reduce, eliminate, or mitigate potential financial, legal, and procurement risks throughout the contract lifecycle.</li> <li>• Monitor and track compliance with the terms and conditions of procurement contracts, coordinating with end-user units, suppliers, contractors, and consultants to address deviations and ensure contract performance.</li> <li>• Communicate with the Procurement Management Service – Contract Management Division (ProcMS-CMD) regarding the delivery of goods procured by the Central Office (CO) and Regional Office (RO), ensuring timely receipt and proper documentation in the SDO.</li> <li>• Facilitate acceptance procedures with end-user units for the inspection and acceptance of delivered goods and services and coordinate with the Finance Unit to support prompt processing and payment of contracts.</li> <li>• Maintain and safeguard complete contract files and related documentation for monitoring, audit, and compliance purposes, ensuring alignment with RA 12009 principles of transparency, accountability, and efficiency.</li> </ul>
<p><b>Procurement Monitoring and Evaluation</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the preparation of Inspection Orders to be issued by the SDS, the authorized Head of the Administrative Section, by providing complete and accurate project details and item specifications for inspection in compliance with RA 12009 requirements.</li> <li>• Track and monitor compliance of procurement processes with RA 12009, its IRR, GPPB issuances, DepEd procurement guidelines, and BAC Secretariat procedures, ensuring that all activities uphold the principles of transparency, accountability, and efficiency.</li> <li>• Maintain and ensure accuracy of the procurement tracking system for all ongoing procurement activities and milestones, enabling real-time visibility, effective monitoring, and timely reporting.</li> <li>• Track and measure performance of actual procurement activities against required timelines, prepare and submit Procurement Monitoring Reports (PMR) and APCPI reports to oversight agencies, including consolidated reports from SDOs under jurisdiction, in accordance with RA 12009 reporting requirements.</li> <li>• Coordinate the initiation of sanction procedures against non-compliant or defaulting suppliers, contractors, and consultants, in accordance with the penalties and remedies provided under RA 12009 and its IRR.</li> </ul>

<b>Secondary duties</b>	<ul style="list-style-type: none"><li>• Perform other relevant functions as may be assigned by the supervisor.</li></ul>
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 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Attorney III	<b>Salary Grade</b>	21
<b>Parenthetical Title</b>		<b>Governance Level</b>	Schools Division Office
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Legal Unit
<b>Reports to</b>	Schools Division Superintendent	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Legal Assistant I		
<b>JOB SUMMARY</b>			
To provide effective, efficient, judicious and expeditious legal service to the Schools Division Office (SDO) through: <ul style="list-style-type: none"> <li>● impartial, evidence-based, and speedy disposition of administrative cases and complaints;</li> <li>● effective and efficient in-house general legal services;</li> <li>● safeguarding the Department’s rights and interest on school sites; and</li> <li>● constant monitoring and timely submission of reportorial requirements required by law.</li> </ul>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor of Law		
Experience	One (1) year relevant experience		
Eligibility	RA 1080 (Bar)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
	Excellent written and verbal communication skills		
	At least one (1) year of supervisory and managerial experience		
	Basic knowledge in computer operation such as Microsoft office, Excel, Powerpoint, use of the internet		
	MCLE Compliant		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>ADMINISTRATIVE CASES AND COMPLAINTS</b></p>	<ul style="list-style-type: none"> <li>• Evaluate complaints thoroughly to determine their validity, scope, and the appropriate course of action.</li> <li>• Conduct preliminary or fact-finding investigations as directed by the Disciplining Authority, ensuring a comprehensive and impartial gathering of evidence; subsequently, prepare detailed and well-organized investigation reports.</li> <li>• Draft legal documents including resolutions, formal charges, and decisions related to cases or complaints involving non-teaching personnel; prepares detailed and sound legal opinions on appeals as directed by the Disciplining Authority.</li> </ul>
<p><b>IN-HOUSE GENERAL LEGAL SERVICES</b></p>	<ul style="list-style-type: none"> <li>• Provide legal opinions, interpretations, and advice on laws, rules, regulations, and policies relevant to the Department of Education (DepEd) to the Schools Division Superintendent (SDS) and other personnel of the SDO.</li> <li>• Assist the Formal Investigation Committee as <i>amicus curiae</i> by offering specialized legal guidance, ensuring strict adherence to procedural rules, and clarifying legal issues during formal investigations.</li> <li>• Serve as Special Prosecutor in formal investigations when designated by the Disciplining Authority, representing the interests of the Department and ensuring due process.</li> <li>• Prepare, review, and provide legal assessment of contracts, Memoranda of Agreement (MOA), and other legal instruments involving DepEd to safeguard the Department's interests.</li> <li>• Review and sign division clearances certifying the pendency or non-pendency of administrative cases involving personnel.</li> <li>• Issue Certificates of No Pending Case for non-teaching personnel, ensuring accuracy and compliance with existing DepEd policies.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Evaluate and provide legal recommendations on requests for correction or amendment of entries in school records, ensuring proper adherence to legal standards and existing DepEd guidelines.</li> <li>• Lead, manage, and coordinate the operations of the SDO Legal Unit to ensure the efficient and effective delivery of legal services aligned with DepEd mandates and goals.</li> </ul>
<p><b>SAFEGUARDING OF SCHOOL SITES OWNERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Lead and facilitate school heads in their coordination with relevant government agencies such as CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH, BIR, LGUs, and other appropriate authorities on legal matters concerning the issuance, registration, and protection of Certificates of Title for school sites.</li> <li>• Provide legal support to the Office of the Solicitor General (OSG) in pending cases involving school sites; represent the DepEd in court proceedings related to school site ownership when deputized by the OSG.</li> <li>• Draft, review, and evaluate legal documents related to school sites, including but not limited to Deeds of Donation, Usufruct Agreements, Sale Contracts, Titles, Tax Declarations, and Special Power of Attorney (SPA), ensuring compliance with legal requirements.</li> <li>• Conduct thorough verification and analysis of legal issues and concerns affecting school sites; provide timely advice and take appropriate action to resolve such issues in coordination with concerned stakeholders.</li> <li>• Submit reportorial requirements on cases and complaints and the status of school site ownership to the appropriate Offices within the prescribed period.</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Legal Assistant I	<b>Salary Grade</b>	10
<b>Parenthetical Title</b>		<b>Governance Level</b>	SDO
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Legal Unit
<b>Reports to</b>	Attorney III	<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
<p>The Legal Assistant I supports the Schools Division Office Legal Unit by gathering, examining, and analyzing information or facts related to cases, matters, and issues received, submitted, or referred to the office. The position conducts investigations when necessary and provides comprehensive clerical, legal, and administrative assistance to the Attorney III. Through these functions, the Legal Assistant I contributes to the delivery of effective, efficient, judicious, and timely legal services, ensuring the smooth, responsive, and well-coordinated operations of the Legal Unit.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelors Degree		
Experience	None required		
Eligibility	Career Service Professional (Second Level) Eligibility		
Trainings	None Required		
<b>B. Preferred Qualifications</b>			
Education	Preferably with at least Units of Bachelor of Laws		
	Excellent written and verbal communication skills		
	Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>INVESTIGATION</b>	<ul style="list-style-type: none"> <li>• Conduct impartial, evidence-based, and timely preliminary or fact-finding investigations as directed by the Disciplining Authority.</li> <li>• Prepare Notices of Order to Submit Counter-Affidavit / Answer, Notices of Hearing, and Clarificatory Orders, ensuring accuracy and compliance with legal procedures.</li> <li>• Prepare comprehensive investigation reports based on verified facts, ensuring timeliness and adherence to due process.</li> </ul>
<b>IN-HOUSE GENERAL LEGAL SERVICES</b>	<ul style="list-style-type: none"> <li>• Draft simple or routine correspondence and communications in support of the Legal Unit's operations.</li> <li>• Conduct legal research on applicable laws, rules, regulations, and jurisprudence to support case handling and policy implementation.</li> <li>• Prepare Orders for the correction of entries in school records, subject to the evaluation of the Legal Officer.</li> <li>• Coordinate with School Heads regarding legal issues and concerns related to school sites, ensuring proper documentation and resolution.</li> <li>• Log, monitor, and follow up on schools' compliance with the Child Protection and Anti-Bullying Policies and consolidates related reports.</li> <li>• Assist clients with legal concerns or issues received in person, by phone, or through electronic mail, ensuring prompt and courteous service.</li> <li>• Consolidate reportorial requirements, including but not limited to complaints, case updates, and the status of school site ownership, and submits them to the appropriate offices within the prescribed period.</li> <li>• Verify the pendency or non-pendency of administrative cases for the issuance of certifications or division clearances.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>RECORDS AND DATABASE MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Receive, record, and route documents addressed to the Legal Unit with attached routing slip and forward them to the appropriate person/office, ensuring proper tracking and status of documents.</li> <li>• Maintain an organized filing system for case files, reports, and other legal-related communications, ensuring documented information is easily retrievable, accessible, and securely stored.</li> <li>• Create and maintain secure databases on school site ownership and cases — including, but not limited to, child abuse and bullying — to ensure accurate tracking, reporting, and controlled access to information.</li> <li>• Document proceedings of Legal Unit meetings such as clarificatory conferences, case briefings, and agreements; draft and distribute minutes to concerned parties, and safe keeps copies for future reference.</li> </ul>
<p><b>ADMINISTRATIVE SUPPORT</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative assistance and support to ensure the smooth operations of the Legal Unit.</li> <li>• Prepare and encode documents, reports, and presentations in electronic format for the Legal Unit</li> <li>• Coordinate and facilitate the schedules of the Legal Unit's activities, including trainings, workshops, meetings, and appointments with other offices</li> <li>• Coordinate the preparation and processing of documents required for the Legal Unit's activities and operations.</li> <li>• Arrange and coordinate meetings and appointments with external parties, including scheduling dates, securing venues, and arranging meals as needed, and confirm details with all concerned.</li> <li>• Prepare clearances and certifications as requested, securing the signature of the proper authorities.</li> <li>• Coordinate travel bookings for staff as instructed and provide timely feedback on booking status.</li> <li>• Ensure the security, proper maintenance, and availability of office equipment, as well as the timely replenishment of office supplies.</li> <li>• Receive and route incoming calls or logs relevant information and promptly notifies the concerned party.</li> <li>• Log concerns brought to the office and follow through on inquiries until resolution.</li> </ul>