



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

MAY 11 2026

REGIONAL MEMORANDUM

No. 460, s. 2026

**APPROVED JOB DESCRIPTIONS OF THE PLANTILLA POSITIONS UNDER
THE DEPED PHILIPPINE QUALIFICATIONS FRAMEWORK –
NATIONAL COORDINATING COUNCIL SECRETARIAT**

TO: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-1063 dated April 7, 2026, re: “Approved Job Descriptions of the Plantilla Positions Under the DepEd Philippine Qualifications Framework – National Coordinating Council Secretariat”, which is self-explanatory.
2. Immediate dissemination of this Memorandum is 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:

BUREAUS AND OFFICES
QUALIFICATIONS
HIRING
PROMOTION

ASD/PS/AGS/REGIONAL MEMO -Dissemination-DMOUHRODI-2026-1063-Approved Job Description of the Plantilla Positions UNDER the DepEd Philippine Qualifications Framework-NCC Secretariat



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://tinyurl.com/nir-gov-ph>

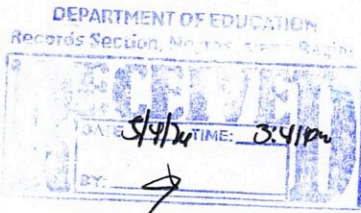
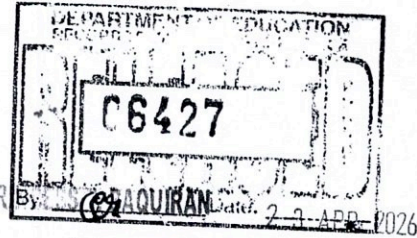


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM DM-OUHRODI-2026-1063

FOR : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION CHIEFS
HEADS OF UNITS/OFFICES
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and
Infrastructure

SUBJECT : **APPROVED JOB DESCRIPTIONS OF THE PLANTILLA POSITIONS UNDER THE DEPED PHILIPPINE QUALIFICATIONS FRAMEWORK - NATIONAL COORDINATING COUNCIL SECRETARIAT**

DATE : 07 April 2026

This Office hereby disseminates the **Job Descriptions (JD) for the sixteen (16) approved Plantilla positions under the Philippine Qualifications Framework-National Coordinating Council (PQF-NCC) Secretariat**, pursuant to the Notice of Organization, Staffing, and Compensation Action (NOSCA) issued by the Department of Budget and Management (DBM) on 05 August 2025, enumerated as follows:

No. of item	Position Title	SG	Division
1	Information Technology Officer I	19	Office of the Director
1	Information Systems Analyst II	16	Office of the Director
1	Computer Maintenance Technologist II	15	Office of the Director
1	Project Development Officer V	24	Technical Service Div.
1	Project Development Officer IV	22	Technical Service Div.
3	Senior Education Program Specialist	19	Technical Service Div.
3	Education Program Specialist II	16	Technical Service Div.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F002	Rev	00
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1	Chief Administrative Officer	24	Finance & Admin
1	Supervising Administrative Officer	22	Finance & Admin
1	Administrative Officer V	18	Finance & Admin
1	Administrative Officer IV	15	Finance & Admin
1	Administrative Officer II	11	Finance & Admin
16	Total		

The job descriptions for the above-cited positions were developed by the PQF-NCC Secretariat in coordination with the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) and reviewed thoroughly in accordance with standard guidelines to ensure that the duties and responsibilities align with the statutory mandates of the Office and the overall agency directions.

Copies of the Job Descriptions of the Plantilla positions for the **PQF-NCC Secretariat** are herein attached for information and reference. Digital copies of the same are uploaded in the **Central Office V3 folder** and can be accessed at <https://bit.ly/DepEdCompendiumofFunctionsver2>.

In line with the foregoing, it shall be stipulated that the Job Descriptions are now authorized to be used for official publication and posting of vacancies, hiring and promotion of personnel, performance management, and other appropriate human resource-related action. This Memorandum shall likewise serve as an official endorsement of the same to the BHROD-Personnel Division.

For further concerns or inquiries, please contact the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph or telephone at (02) 8633-5375.

Copy Furnished:
OFFICE OF THE SECRETARY
 Department of Education
osec@deped.gov.ph

BHROD – Personnel Division
 Department of Education
bhrod.pd@deped.gov.ph



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494
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Certificate No. PIP 031



Republic of the Philippines

Department of Education

PHILIPPINE QUALIFICATIONS FRAMEWORK NATIONAL COORDINATING COUNCIL
PERMANENT SECRETARIAT

MEMORANDUM

FOR : **WILFREDO E. CABRAL**
Undersecretary for Human Resource and Organizational
Development

FROM : *Rafaelita M. Aldaba*
RAFAELITA M. ALDABA, PhD
Undersecretary, PQF-NCC Permanent Secretariat

SUBJECT : **Endorsement of the Job Description, Key Result Areas, Duties
and Responsibilities of the PQF NCC Permanent Secretariat
Plantilla Positions**

DATE : March 06, 2026

This is to respectfully endorse the developed Job Description, Key Result Areas, Duties and Responsibilities of the different DBM-approved Plantilla positions for the PQF NCC Permanent Secretariat to the Office of the Undersecretary for Human Resource and Organizational Development.

I. Background

Upon receipt of the **NOSCA** for the 16 plantilla positions including the approval by the Office of the President of **two** (2) Director positions – Director IV and Director III, the PQF Council Secretariat **sought** the assistance of the BHROD through the Organizational Effectiveness Division (OED) for the publication of these positions. They provided us their standard **process** prior to the publication. The process steps for each of the 18 positions include the following:

- Job description
- Job Summary
- Qualification Standards
- Key Result Areas
- Duties and Responsibilities

The drafts were vetted by the BHROD – OED staff.

II. Clear Statement of Request

Having complied with the process, this is to endorse the job description for each of the 18 positions to the Office of the Undersecretary for Human Resource and Organizational Development





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2025- 2347

FOR : **RONALD U. MENDOZA**
Undersecretary
Strategic Management

THRU : **SAMUEL R. SOLIVEN**
Director III
Philippine Qualifications Framework Secretariat

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

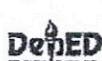
SUBJECT : **TRANSMITTAL OF THE LETTER OF APPROVAL OF THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN FOR THE PHILIPPINE QUALIFICATIONS FRAMEWORK - NATIONAL COORDINATING COUNCIL (PQF-NCC)**

DATE : 19 August 2025

This is to officially transmit the following documents from the Department of Budget and Management (DBM) on the Department's request for the creation of plantilla positions for the Philippine Qualifications Framework - National Coordinating Council (PQF-NCC):

- a. Approval of the three organizational units and the creation of twenty-one (21) positions for the Secretariat; and
- b. Copy of the Notice of Organization, Staffing and Compensation Action (NOSCA) for the positions created.

For questions and clarifications, you may contact the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph.



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Area of Deployment	Position Title/Salary Grade (SG)	No. of Pos.
	Computer Maintenance Technologist (CMT) II, SG-15	1
	Senior Administrative Assistant (ADAS) III, SG-15	1
	ADAS III, SG-9	1
	Administrative Aide (ADA) V, SG-5	1
	Sub-Total, OED	11
TSD	Project Development Officer (PDO) V, SG-24	1
	PDO IV, SG-22	1
	Senior Education Program Specialist (EPS), SG-19	3
	EPS II, SG-16	3
	Sub-Total, TSD	8
FAD	Chief Administrative Officer (AO) V, SG-24	1
	Supervising AO, SG-22	1
	AO V, SG-18	1
	AO IV, SG-15	1
	AO II, SG-11	1
	ADA IV, SG-4	1
	Sub-Total, FAD	6
	Total	25

At the onset, may we highlight that **RA No. 10968** institutionalizes the PQF to (i) encourage lifelong learning of individuals, (ii) provide employees specific training standards and qualifications aligned with industry standards, (iii) ensure that training and educational institutions comply with specific standards and are accountable for achieving corresponding learning outcomes, and (iv) provide government with a common taxonomy and qualifications typology as bases for recognizing education and training programs as well as the qualifications formally awarded and their equivalents.

Moreover, **Section 10** of same RA provides that the PQF-NCC shall have a **permanent technical Secretariat**, which may contract the services of technical experts and authorities on relevant areas of concern such as equivalencies, accreditation, curriculum development, educational measurement, and testing.

In the evaluation of the subject request, we took into consideration those units and positions, which are vital for the effective and efficient performance of the functions of the PQF-NCC, as well as the consistency of proposals with RA No. 10968, and the existing organization, staffing, position classification, and compensation standards, rules, and regulations of the Department of Budget and Management (DBM).

In view of the foregoing and to conform with Section 10 of RA No. 10968, we are pleased to inform you of the **favorable consideration** of the **creation** of the **PQF-NCC Secretariat** under the DepEd to provide the requisite technical, administrative, and general support services to the members of the Council in the effective and efficient performance of their functions.

May we also note that RA No. 10968 did not stipulate the level of the head of the Secretariat of the NCC.

Area of Deployment	Position Title/SG	No. of Pos.
FAD	Chief AO V, SG-24	1
	Supervising AO, SG-22	1
	AO V, SG-18	1
	AO IV, SG-15	1
	AO II, SG-11	1
	ADA IV (Driver II), SG-4 (Contractual)	1
	Sub-Total, FAD	6
	Total	21

The **appointment** of the employee who will occupy said one (1) contractual ADA IV (Driver II) position under the OD shall be **coterminous with the official being served**.

On the other hand, the creation of the other proposed items **is not considered** since the same will exceed the standard allowable number of the immediate support staff positions for a Director IV.

Moreover, it bears highlighting that **Section 93 of the General Provisions (GP) of the FY 2025 General Appropriations Act (GAA)** states that the President is authorized to create new offices and new positions in the Executive Branch whenever public interest so requires, while the DBM may approve minor changes in the organizational structure and staffing pattern of agencies under the Executive Branch and create positions up to a division chief and equivalent level.

In view of this, the creation of said Director IV and Director III items in the DepEd **shall be endorsed to the Office of the President (OP) for approval**, consistent with the abovementioned GP of the FY 2025 GAA.

Pending the approval by the OP of said Director IV and Director III, SG-27 items, the creation of said **one (1) ADAS III (Secretary II), SG-9 and one (1) contractual ADA IV (Driver II), SG-4** positions under the OD **is being deferred**.

On the other hand, the DepEd may **designate one (1) of the incumbents of its existing Undersecretary, SG-30 positions** to oversee, on a **concurrent capacity**, the performance of functions of the PQF-NCC Secretariat, subject to the pertinent civil service rules and regulations on designation.

Moreover, in case the President will appoint a new Undersecretary in the DepEd who will oversee the operations of the PQF-NCC Secretariat, the Department will submit a request to the DBM for the creation of one (1) Undersecretary, SG-30 item.

Specifically, said Undersecretary position will be marked by the DBM as coterminous with the appointing authority, to be abolished automatically upon the end of the term of the President on June 30, 2028, or once vacated by the current appointee, whichever comes first.

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 Boncodin Hall, Gen. Solano St., San Miguel, Manila
NOTICE OF ORGANIZATION, STAFFING AND COMPENSATION ACTION (NOSCA)

DEPARTMENT Department of Education	HEAD OF AGENCY SECRETARY JUAN EDGARDO "SONNY" M. ANGARA	NOSCA SERIAL NO.
AGENCY Office of the Secretary	ADDRESS DepEd Complex, Meralco Avenue, Pasig City	0002025-05-001

This is to inform you that the following Organization, Staffing, Position Classification and/or Compensation modifications were approved effective not earlier than August 01, 2025

MOD CODE (1)	PIA/P (2)	UNIQUE ITEM NUMBER (3)	POSITION TITLE (4)	SG STEP (5)	SALARY STEP (6)	ANNUAL SALARY (7)	RATA (8)	PERA (9)	PEI (10)	UNIFORM and CLO -THING ALLOW. (11)	MID YEAR BONUS (12)	YEAR END BENEFITS (13)	PAG-IBIG (14)	RLIP (15)	ECIP (16)	HEALTH INSU-RANCE (17)	TOTAL (18)
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CREATION

2.5000 - Technical Services Division																		
100000100001000		EPS2-10-2025	Education Program Specialist II	18	1	217,800	00	10,000	5,000	00	00	2,000	1,000	26,136	500	1,563	268,999	
100000100001000		EPS2-11-2025	Education Program Specialist II	16	1	217,800	00	10,000	5,000	00	00	2,000	1,000	26,139	500	1,563	268,999	
100000100001000		EPS2-12-2025	Education Program Specialist II	16	1	217,800	00	10,000	5,000	00	00	2,000	1,000	26,136	500	1,563	268,999	
2,380,985																		
2.7000 - Finance and Administrative Division																		
100000100001000		CADOF-16-2025	Chief Administrative Officer	24	1	480,825	60,000	10,500	5,000	00	00	2,000	1,000	58,811	600	1,563	624,889	
100000100001000		SADOF-15-2025	Superfing Administrative Officer	22	1	390,810	00	10,000	5,000	00	00	2,000	1,000	46,897	500	1,563	452,770	
100000100001000		ADJOF-13-2025	Administrative Officer V	16	1	256,520	00	10,000	5,000	00	00	2,000	1,000	30,782	500	1,563	302,365	
10000100001000		ADOF-14-2025	Administrative Officer IV	15	1	201,040	00	10,000	5,000	00	00	2,000	1,000	24,125	500	1,563	240,227	
2,847,203																		

DRAFT COPY



Approved by: Amenah F. Pangandaman
 Secretary

APPROVED
 August 05, 2025



Office of the President
Malacañang



MEMORANDUM FROM THE EXECUTIVE SECRETARY

FOR : **SECRETARY AMENAH F. PANGANDAMAN**
Department of Budget and Management (DBM)

SECRETARY JUAN EDGARDO M. ANGARA
Department of Education (DepEd)

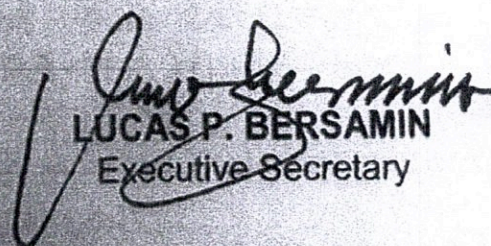
SUBJECT : **DepEd – REQUEST FOR THE CREATION OF DIRECTOR POSITIONS FOR THE PHILIPPINE QUALIFICATIONS FRAMEWORK-NATIONAL COORDINATING COUNCIL (PQF-NCC) SECRETARIAT**

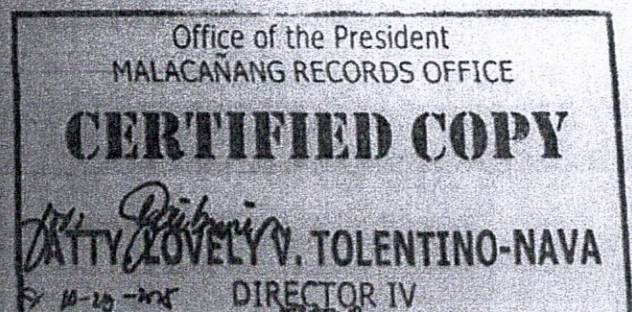
DATE : **OCT 24 2025**

Upon the representations of the DepEd, and pursuant to the recommendation of the DBM in its Memorandum dated 7 August 2025, please be informed that the President has **APPROVED** the creation of one (1) Director IV, Salary Grade (SG)-28 and 1 Director III, SG-27 positions under the DepEd's PQF-NCC Secretariat, to oversee the operations of the said organizational unit, including the provision of the requisite services to the Council, with the funds needed for the purpose to be sourced from the Miscellaneous Personnel Benefits Fund under the FY 2025 General Appropriations Act (Republic Act No. 12116), subject to the applicable laws, rules and regulations.

Attached is the Memorandum signed by the President, for reference and appropriate action.

By order of the President:


LUCAS P. BERSAMIN
Executive Secretary



ladderization, Recognition of Prior Learning (RPL), middle-skills development, and the linkage of qualifications to occupations, wages, productivity, and industrial upgrading. Familiarity with industry engagement mechanisms, including sector skills councils and the Philippine Skills Framework, is essential.

Equally critical is proven experience in operating across education, training, and labor-market institutions, and the ability to translate national frameworks such as the PQF into implementable policies, systems, and platforms, including digital and data-driven initiatives. The Director IV must demonstrate strong leadership in policy coordination, strategic communication, and systems-level reform, ensuring coherence, accountability, and sustainability in PQF implementation.


QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree
Experience	Three (3) years of supervisory experience
Eligibility	Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)
Trainings	None required
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Governance and the Secretariat	<ul style="list-style-type: none"> ● Provides Overall Secretariat Leadership and Governance Support to the PQF-NCC: <ul style="list-style-type: none"> ○ Serves as the principal coordinating and administrative support arm of the PQF-NCC, ensuring the smooth conduct of Council meetings, documentation, communications, and inter agency coordination. ○ Manages the end-to-end secretariat processes, including agenda preparation, issuance of advisories, consolidation of technical submissions, and preparation of resolutions and action tracking reports for the PQF-NCC.

<ul style="list-style-type: none"> ○ Provides strategic policy direction to the seven (7) PQF WGs to ensure outputs are harmonized with PQF Council priorities, the national implementation of roadmap, and the Decision Register. ○ Guides the divisions on policy interpretation, translation, and operationalization for national implementation. ○ Ensures technical guidance and operational support is provided to implementing units to facilitate the smooth execution of PQF policies, projects, and services. ● Monitors and Evaluates WG Programs, Projects, and Services: <ul style="list-style-type: none"> ○ Oversees and assesses the effectiveness, efficiency, and progress of WG-led programs and initiatives by reviewing reports, conducting consultations, and tracking performance indicators. ○ Identifies implementation gaps and recommends evidence-based adjustments to strengthen WG outputs and overall compliance with PQF-NCC priorities. ○ Oversees research integration and evidence-based policy development. ● Provides Technical Guidance, Policy Advisories, and Strategic Recommendations: <ul style="list-style-type: none"> ○ Prepares and delivers policy advisories, technical briefs, and strategic recommendations to WGs or the PQF-NCC to support informed decision making and program enhancement. ○ Ensures that all policy inputs reflect emerging trends, best practices, stakeholder feedback, and findings from WG monitoring activities. ○ Provides high-level policy advice and technical guidance to the PQF-NCC, TWGs, and WGs in the formulation, review, and refinement of policies, procedures, and guidelines to ensure the effective management, coordinated implementation, and optimal utilization of PQF programs, projects, and WG initiatives. ○ Interprets emerging policy issues, national directives, and sectoral concerns to advise the Undersecretary and the Council on appropriate policy responses/issuance. ○ Directs the development of policy briefs, benchmarking notes, and comparative analyses relevant to PQF reform and international alignment. ○ Ensures that research outputs, advocacy materials, and knowledge of products are translated into policy recommendations, implementation tools, and program improvements for the PQF Council, WGs, and member agencies. 	
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	<ul style="list-style-type: none"> o Ensures that agreements entered into by the PQF-NCC and the Philippine government reflect global best practices, protect national interests, and expand opportunities for Filipino learners and workers in international labor markets. o Ensures alignment of implementation support activities with national workforce development priorities, quality assurance systems, and sectoral frameworks.
<p>Stakeholder Engagement, Partnerships, and Inter-agency Collaboration</p>	<ul style="list-style-type: none"> ● Builds and Sustains Strategic Partnerships with Key PQF Stakeholders: <ul style="list-style-type: none"> o Establishes, strengthens, and maintains collaborative relationships with government agencies, industry associations, employers, higher education institutions, TVET providers, professional bodies, and community organizations to support the development, implementation, and utilization of the PQF. o Facilitates regular engagement activities—such as consultations, roundtable discussions, and technical exchanges—to ensure stakeholder alignment with PQF policies and priorities. o Strengthens strategic networking with government agencies, industry associations, regulatory bodies, development partners, and international organizations, creating channels and mechanisms for collaboration, knowledge exchange, and harmonization of qualifications and pathways. o Establishes and maintains strong partnerships with internal and external stakeholders, including TWGs, WGs, government agencies, industry partners, and educational institutions, to foster collaboration and alignment with PQF objectives. o Oversees the creation of strategic partnerships and cooperative initiatives, including international alignment work, to advance PQF visibility, credibility, and integration with global qualification systems. ● Coordinates Inter-agency Collaboration Mechanisms for PQF Implementation: <ul style="list-style-type: none"> o Serves as a liaison between the PQF-NCC and partner agencies, ensuring coordinated efforts in policy harmonization, implementation of qualifications systems, and capacity building activities. o Supports the establishment of inter-agency working groups or task forces to enhance synergy in PQF-related initiatives, including skills recognition, credentialing systems, and quality assurance processes. o Provides strategic leadership in engaging and coordinating with key stakeholders to ensure their meaningful consultation and active participation in the planning, development, and

<ul style="list-style-type: none"> o Provides strategic direction in the conduct and integration of research, studies, data analysis, and evidence generation to ensure alignment with Council priorities, national workforce development needs, and international PQF/AQRF standards. ● Oversees Monitoring and Evaluation (M&E) Mechanisms Supporting PQF Implementation: <ul style="list-style-type: none"> o Develops and implements M&E tools, performance indicators, and reporting mechanisms to track the effectiveness, efficiency, and outcomes of PQF-related programs, projects, and services across the PQF-NCC, Permanent Secretariat, TWGs, and WGs. o Consolidates M&E findings, generates analytical reports, and provides data-driven recommendations to inform decision-making, strategic planning, and continuous improvement efforts. o Provides strategic oversight in the design, implementation, and continuous improvement of M&E systems of PQF policies and programs implemented by WGs and concerned agencies to assess the performance, effectiveness, and alignment. o Oversees the preparation and presentation of consolidated M&E findings, policy briefs, and performance reports for the PQF Council and other decision-making bodies. o Manages the monitoring and evaluation of stakeholder engagement initiatives to ensure effectiveness, responsiveness, and alignment with PQF goals. ● Develops, Maintains, and Strengthens PQF Knowledge Management Systems (KMS): <ul style="list-style-type: none"> o Establishes and sustains a comprehensive KMS that captures and organizes key PQF resources, including research outputs, policy documents, operational guidelines, WG/TWG submissions, meeting records, and benchmarking reports. o Ensures effective knowledge sharing, documentation, dissemination, and accessibility of PQF-related information to stakeholders, supporting institutional memory, transparency, and innovation across the PQF governance ecosystem. 	
<ul style="list-style-type: none"> ● Provides Comprehensive Technical and Administrative Support to the PQF-NCC: <ul style="list-style-type: none"> o Delivers full-spectrum administrative, logistical, and technical support to enable the PQF-NCC to effectively perform its mandated powers and functions, including support for meetings, documentation, communication, and Council-wide coordination. 	<p>Office Administration and Performance Management</p>

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p> <p align="center">Revision Code: 00</p>
<p>Position Title</p>		<p>Director III</p>
<p>Parent/Office/Bureau/Service</p>	<p>N/A</p>	<p>Central Office</p>
<p>Office/Bureau/Service</p>	<p>Philippine Qualification Framework-National Coordinating Council (PQF-NCC) Secretariat</p>	<p>Office of the Director</p>
<p>Reports to</p>	<p>Director IV, Undersecretary</p>	<p>Effectivity Date</p>
<p>Positions Supervised</p>	<p>PDO V, Chief AO</p>	
<p>JOB SUMMARY</p>		
<p>The Director III supports Director IV in providing strategic, technical, and operational leadership to the PQF-NCC Secretariat. The position oversees day-to-day coordination with the Technical Services Division and Finance and Administration Division, ensuring that Council Affairs and Coordination, Project Management, and Communications & Knowledge Management are addressed to ensure coherent, timely, and quality delivery of the Secretariat's services. The role also contributes to the strategic planning, performance monitoring, resource management, and continuous improvement of PQF programs, projects, and services to strengthen convergence, efficiency, and effective implementation.</p>		
<p>QUALIFICATION STANDARDS</p>		
<p>A. CSC Prescribed Qualifications</p>		
<p>Education</p>	<p>Bachelor's Degree</p>	
<p>Experience</p>	<p>Three (3) years of supervisory experience</p>	
<p>Eligibility</p>	<p>Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)</p>	
<p>Trainings</p>	<p>None required</p>	
<p>B. Preferred Qualifications</p>		
<p>Education</p>		

	<ul style="list-style-type: none"> o Monitors contract deliverables, timelines, and outputs, ensuring alignment with project requirements prior to endorsement to the Director IV. o Facilitates coordination between experts and PQF structures to ensure seamless integration of technical inputs.
<p>Strategic Policy Development and Planning</p>	<ul style="list-style-type: none"> ● Coordinates Policy Development Efforts and Working Group Operations: <ul style="list-style-type: none"> o Serves as day-to-day coordinator for WG activities, ensuring compliance with timelines and alignment with the PQF policy directions set by the Director IV. o Consolidates WG submissions, issues, and recommendations for elevation to the Director IV and the PQF-NCC. o Provides initial technical analysis and policy interpretation to support WG operations. ● Monitors and Evaluates WG Programs, Projects, and Services: <ul style="list-style-type: none"> o Tracks implementation progress of WG initiatives and ensures regular submission of reports and indicators. o Identifies operational bottlenecks and proposes options for resolving policy implementation concerns. o Performs technical reviews of WG outputs prior to endorsement to the Director IV. ● Prepares Technical Briefs, Policy Notes, and Strategic Recommendations: <ul style="list-style-type: none"> o Drafts policy advisories, briefs, benchmarking notes, and analytical reports for review of the Director IV. o Translates research findings, stakeholder feedback, and M&E results into operational recommendations. o Assists in the preparation of <u>policy implementation tools, templates, and guides.</u>
<p>Alignment with National and Global Standards</p>	<ul style="list-style-type: none"> ● Supports International Engagements and Negotiations: <ul style="list-style-type: none"> o Prepares background papers, technical notes, and draft country positions for international engagements. o Coordinates with relevant domestic agencies and partners to gather and consolidate inputs. o Provides technical assistance during international meetings, missions, and consultations when delegated.

	<ul style="list-style-type: none"> o Develops and implements advocacy sessions, orientations, and information campaigns. o Coordinates the development of communication materials and maintains stakeholder engagement records. o Gathers stakeholder feedback and synthesizes issues for strategic decision making.
<p>Program Monitoring & Evaluation, Research, and Innovation</p>	<ul style="list-style-type: none"> • Supports Research and Evidence Generation Activities: <ul style="list-style-type: none"> o Conducts or supervises analytical reviews, data gathering, benchmarking exercises, and comparative studies. o Drafts research reports and policy notes that synthesize findings for decision-making. o Ensures integration of research insights into Permanent Secretariat outputs and WG recommendations. • Implements Monitoring and Evaluation Systems: <ul style="list-style-type: none"> o Manages M&E tools, data collection processes, and performance-tracking templates. o Consolidates M&E submissions from WGs, TWGs, and partner agencies and prepares draft M&E reports. o Recommends areas for improvement based on performance data and implementation gaps. • Manages Knowledge Resources and Dissemination: <ul style="list-style-type: none"> o Maintains the PQF Knowledge Management System (KMS) by organizing documents, reports, records, and knowledge products. o Coordinates knowledge-sharing activities and ensures updated, accessible documentation across PQF structures. o Supports the development of knowledge products for stakeholders.
<p>Office Administration and Performance Management</p>	<ul style="list-style-type: none"> • Provides Administrative and Technical Support to PQF-NCC Operations: <ul style="list-style-type: none"> o Supervises the day-to-day operations of the PQF-NCC Permanent Secretariat to ensure timely delivery of administrative, logistical, and technical services. o Reviews meeting documents, communications, and coordination of outputs prior to endorsement to the Director IV.

 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Information Technology Officer I</p>	<p>JD No. _____</p>
<p>Parentetical Title</p>	<p>N/A</p>	<p>Salary Grade 19</p>
<p>Office/Bureau/Service</p>	<p>Philippine Qualification Framework-National Coordinating Council (PQF-NCC) Secretariat</p>	<p>Governance Level Unit/Division Central Office Office of the Director</p>
<p>Reports to</p>	<p>ED V, Director III</p>	<p>Effectivity Date</p>
<p>Positions Supervised</p>	<p>ISA, CMT II</p>	
<p>JOB SUMMARY</p>		
<p>The ITO I leads the computerization of PQF-NCC work systems and manages the development, implementation, and evaluation of Information and Communication Technology (ICT) plans and programs. He/She also develops ICT governance frameworks, prepares system requirements, and ensures the maintenance of network infrastructure and security. He/She ensures that the Permanent Secretariat is updated on the ICT infra and systems even in the use of Artificial Intelligence.</p>		
<p>QUALIFICATION STANDARDS</p>		
<p>A. CSC Prescribed Qualifications</p>		
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>	
<p>Experience</p>	<p>2 years of relevant experience</p>	
<p>Eligibility</p>	<p>Career Service (Professional) Second Level Eligibility</p>	
<p>Trainings</p>	<p>8 hours of relevant training</p>	
<p>B. Preferred Qualifications</p>		
<p>Education</p>	<p>Bachelor's degree and completion of academic requirements for Master's degree relevant to the job, preferably in ICT, Data Science, or other allied specializations like programming and web development, and management</p>	
<p>Experience</p>		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Ensures that the Permanent Secretariat is updated on ICT infrastructure upgrades, system enhancements, and AI-based innovations.
<p>ICT Support Services</p>	<ul style="list-style-type: none"> • Prepares and disseminates digital communication materials, including press releases, social media content, and publications to support PQF branding and visibility. • Provides technical support across PQF-NCC units, ensuring responsive assistance for ICT-related needs. • Performs other related ICT functions as may be assigned by supervisors.

Job Description

Trainings

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Maintains documentation of backup schedules, recovery protocols, and related security processes.
<p>ICT Support Services</p>	<ul style="list-style-type: none"> • Provides technical support and assistance to PQF-NCC, the Secretariat, and WGs on ICT-related concerns. • Assists in preparing documentation, reports, and ICT-related materials required for operations. • Performs other related functions as may be assigned by the Director.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p>ICT Systems and Infrastructure Management</p>	<ul style="list-style-type: none"> • Installs and configures hardware, networks, and software technologies in accordance with standard designs and specifications to support ICT programs and projects implementation. • Performs backup and recovery procedures to ensure the security, availability, and reliability of data and services. • Assists in providing technical inputs on the maintenance of systems and infrastructure. • Participates in establishing and maintaining systems and processes geared toward administrative effectiveness and efficiency.
<p>Hardware Performance Monitoring, Evaluation, and Reporting</p>	<ul style="list-style-type: none"> • Maintains and monitors data center facilities by conducting regular and periodic standard maintenance checks to ensure continuous service delivery. • Monitors and follows up implementation of suppliers and service providers contracted service agreements to adhere to organizational requirements and agreed on timetable • Conducts scheduled and unscheduled preventive maintenance on all ICT equipment, including computers, servers, networking devices, and peripherals, to ensure optimal performance and extend their lifespan. • Documents and maintains a detailed inventory of all maintenance activities, including dates, issues found, and actions taken for future reference and analysis. • (Assists in providing technical inputs on the maintenance of systems and infrastructure.) • Maintains and provides technical reports summarizing the results of all hardware, software, and network maintenance and repair activities. These reports serve to determine the status of ICT infrastructure and support informed decision-making.
<p>Technical Assistance and Client Support</p>	<ul style="list-style-type: none"> • Provide technical support to RO users on the maintenance, troubleshooting and repair of hardware, software and network resources through coordination with suppliers and service providers on the delivery of service agreements. • Support the testing and deployment of ICT systems through the set up and maintenance of the needed hardware and software. • Define the problem or issue of the user and identify cause of the problem to provide the appropriate response. • Assist in the training of users by providing technical support on provision of the needed hardware and software to ensure the smooth delivery of training

Education	Bachelor's degree and completion of academic requirements for Master's degree relevant to the job, preferably in Education, Economics, Research/Statistics, M & E or other allied specializations
Experience	
Eligibility	
Trainings	

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREAS	
Policy Research and Development	<ul style="list-style-type: none"> Conducts research and studies in aid of policymaking of the PQF-NCC and in support of the programs, projects, and services of the Working Groups (WGs). Leads the design, conduct, and analysis of research initiatives related to the PQF. Produce evidence-based reports and policy inputs that strengthen PQF program development.
Knowledge Generation and Policy Improvement	<ul style="list-style-type: none"> Identifies trends, best practices, and innovations in qualifications frameworks, skills development, and lifelong learning to inform policy and program improvements. Develops research proposals, methodologies, and reports that contribute to the enhancement of qualifications recognition, quality assurance, and labor market alignment. Translates research findings into recommendations that support continuous policy and program improvement.
Stakeholder Collaboration and Evidence-Based Policy Development	<ul style="list-style-type: none"> Collaborates with government agencies, industry partners, and academic institutions to ensure evidence-based policy development. Maintains a comprehensive and inclusive registry of stakeholders for regular advocacy capacity building, consultative mechanisms, strong collaboration with government agencies, industry partners, and academic institutions to ensure evidence-based policy development. Coordinates multi-stakeholder mechanisms that enhance data sharing, research collaboration, and policy coherence.
Advocacy and Strategic Communication	<ul style="list-style-type: none"> Designs and implements short- and long-term advocacy and networking plans using digital and social media platforms. Develops communication materials that promote PQF research findings and policy initiatives. Supports the dissemination of evidence-based messages to increase awareness and stakeholder engagement.
Technical and Administrative Support	<ul style="list-style-type: none"> Provides technical and administrative support for WG programs, projects, and services. Assists in preparing documentation, reports, and materials needed for meetings, consultations, and activities. Performs other related tasks as may be assigned by supervisors.

Experience	2 years of experience on research, M & E, development, implementation or other relevant experience
Eligibility	
Trainings	


DUTIES AND RESPONSIBILITIES	
KEY RESULT AREAS	
Monitoring and Evaluation Framework Development	<ul style="list-style-type: none"> ● Assists in designing and implementing M&E frameworks to track the progress and effectiveness of PQF-related programs. ● Supports the development of M&E methodologies, templates, and documentation requirements. ● Contributes technical inputs to improve the structure and functionality of M&E systems.
Data Collection and Analysis	<ul style="list-style-type: none"> ● Collects and organizes quantitative and qualitative data needed for monitoring and evaluation activities. ● Analyzes datasets to identify performance trends, issues, and opportunities for improvement. ● Prepares initial drafts of reports, summaries, and data visualizations for review by the SEPS.
Performance Indicators and Assessment Tools	<ul style="list-style-type: none"> ● Assists in developing key performance indicators (KPIs) and assessment tools for PQF program monitoring. ● Validates the relevance and usability of indicators through field data and stakeholder feedback. ● Supports the refinement and updating of tools to ensure alignment with evolving PQF requirements.
Stakeholder Coordination and Compliance	<ul style="list-style-type: none"> ● Coordinates with stakeholders to gather required M&E information and updates. ● Supports efforts to ensure compliance with established M&E standards, guidelines, and reporting requirements. ● Facilitates communication and follow-through on M&E-related tasks with partner agencies and institutions.
Evaluation Reporting and Continuous Improvement	<ul style="list-style-type: none"> ● Assists in preparing periodic evaluation reports that summarize findings, performance results, and gaps. ● Provides inputs and observations that contribute to recommendations for program improvement. ● Helps monitor the implementation of improvement strategies and follow-up actions.
Technical and Administrative Support	<ul style="list-style-type: none"> ● Provides technical and administrative support in the implementation of PQF-related programs, projects, and services. ● Assists in documentation, meeting preparations, and consolidation of materials for M&E activities. ● Performs other related functions as may be assigned by supervisors.

The position must have a deep understanding of how education, training, skills, and jobs intersect, and with demonstrated capacity to lead cross-agency and industry coordination. He/She must possess strong expertise in skills mismatch, ladderization, Recognition of Prior Learning (RPL), middle-skills development, and the linkage of qualifications to occupations, wages, productivity, and industrial upgrading. Familiarity with industry engagement mechanisms, including sector skills councils and the Philippine Skills Framework, is essential.

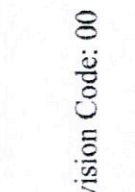
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Master's degree OR Certificate of Leadership and Management from the CSC
Experience	4 years of supervisory/ management experience
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	24 hours of training in management and supervision
B. Preferred Qualifications	
Education	Master's degree OR Certificate of Leadership and Management from the CSC AND completed academic requirements for the Doctorate program relevant to the job
Experience	
Eligibility	
Trainings	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Budget Planning and Financial Management	<ul style="list-style-type: none"> • Oversees the preparation, execution, and monitoring of the Annual Work and Financial Plan (AWFP) and budget for the PQF-NCC Permanent Secretariat. • Responsible for the consolidation and validation of the physical and financial targets of the PQF-NCC Permanent Secretariat and Working Groups (WGs) in the preparation of the Annual Budget Proposal.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Technical Assistance	<ul style="list-style-type: none"> Provides technical assistance to the PQF-NCC, Permanent Secretariat, TWGS, and WGS, in the formulation of PQF strategic and annual plans and programs.
	<i>Duties and Responsibilities and Supervisory/Managerial Positions</i>
Planning	<ul style="list-style-type: none"> Prepares and submits the Division's Annual Work Plan and budget for approval; recommends manpower requirements.
Performance Management	<ul style="list-style-type: none"> Monitors and evaluates Division performance against KRAs and targets; initiate improvements.
People Management	<ul style="list-style-type: none"> Supervises staff, provides coaching and guidance, conducts performance evaluations, and recommends personnel actions.
Management Reports	<ul style="list-style-type: none"> Validates and finalizes reports and communications for management decision-making.
Compliance	<ul style="list-style-type: none"> Ensures adherence to DepEd and government rules on financial and administrative transactions.
Secondary Duties	<ul style="list-style-type: none"> Performs such other related functions or as directed by the Executive Director.

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p>	<p align="center">Revision Code: 00</p>
<p>Position Title</p>		<p>Project Development Officer IV</p>	<p>Salary Grade</p> <p align="center">22</p>
<p>Parentetical Title</p>	<p>N/A</p>	<p>Governance Level</p> <p align="center">Central Office</p>	
<p>Office/Bureau/Service</p>	<p>Philippine Qualification Framework-National Coordinating Council (PQF-NCC) Secretariat</p>	<p>Unit/Division</p> <p align="center">Technical Services Division</p>	
<p>Reports to</p>	<p>PDO V</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>	<p>SEPS</p>		
<p>JOB SUMMARY</p>			
<p>The PDO IV assists the PDO V and helps formulate and develop Policy Research and Advocacy Plans in coordination with Technical Working Groups (TWGs) and Working Groups (WGs), and recommends dissemination procedures for the Philippine Qualifications Framework (PQF) research, monitoring, and evaluation. He/She assists in supervising technical assistance services, establishes strategic networks, and helps develop and maintain Operation Manuals for the integrated PQF-Philippine Skills Framework (PSF) programs and services.</p> <p>Specifically, the position shall support the Chief in coordinating and collaborating with the Finance and Administration Division, for the collective management of Council Affairs and Inter-Agency Coordination, Project Management, and Communications and Knowledge Management. The position provides end-to-end leadership over policy coordination, research and analytics, program and project management, stakeholder engagement, and knowledge systems that support the priorities and directives of the PQF Council.</p> <p>The position must have a deep understanding of how education, training, skills, and jobs intersect, and with demonstrated capacity to lead cross-agency and industry coordination. He/She must possess strong expertise in skills mismatch, ladderization, Recognition of Prior Learning</p>			

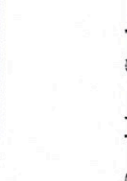
	<ul style="list-style-type: none"> • Provides evidence-based recommendations to support policy development and decision-making. • Recommends procedures and protocols for disseminating PQF research outputs to agencies, institutions, and key stakeholders. • Prepares dissemination of materials, summaries, and knowledge of products for wider stakeholder utilization. • Supports the organization of research-sharing sessions to promote evidence-based decision-making. • Oversees the organized forums, seminars, and workshops in disseminating findings and promoting knowledge exchange.
<p>Research Dissemination and Knowledge Sharing</p>	<ul style="list-style-type: none"> • Assists in the supervision and provision of technical assistance services to PQF-NCC, WGs, and appropriate and relevant stakeholders. • Assists the PQF-NCC Permanent Secretariat and WGs in developing and maintaining Operation Manuals in the implementation of their respective PQF programs, projects, and services. • Facilitates the execution of Council-approved directives, resolutions, and agreements. • Conducts project monitoring, evaluation, and reporting to assess performance and outcomes.
<p>Technical Assistance and Operational Support</p>	<ul style="list-style-type: none"> • Establishes and maintains networks with government agencies, industry partners, and other key stakeholders. • Participates in stakeholder coordination activities to strengthen collaboration for PQF initiatives. • Supports the identification of new partnership opportunities to advance PQF implementation. • Represents the PQF-NCC Permanent Secretariat in technical working groups and collaborative platforms relative to PQF operations.
<p>Strategic Networking and Stakeholder Linkages</p>	<ul style="list-style-type: none"> • Organizes events and activities that promote PQF initiatives, including communication and advocacy campaigns.
<p>Policy Research Implementation and Advocacy Mapping</p>	


 Department of Education	<p style="text-align: center;">JOB DESCRIPTION</p>	JD No. _____	Revision Code: 00
Position Title	Project Development Officer V	Salary Grade	24
Parent/Office/Bureau/Service	N/A	Governance Level	Central Office
Office/Bureau/Service	Philippine Qualification Framework-National Coordinating Council (PQF-NCC) Permanent Secretariat	Unit/Division	Technical Services Division
Reports to	ED V, Director III	Effectivity Date	
Positions Supervised	PDO IV, SEPS, EPS II		
JOB SUMMARY			
<p>The PDO V provides technical support to Working Groups (WGs) for Philippine Qualifications Framework (PQF) programs and projects, and organizes policy dialogues and capacity-building workshops. Additionally, the position supervises the monitoring and evaluation (M&E) and research of PQF programs, leads the division's planning and implementation efforts, and develops key documents and communication plans. He/She leads in ensuring that the M&E and Research protocols and data analytics are observed.</p> <p>Specifically, it shall coordinate and collaborate with the Finance and Administration Division, for the collective management of Council Affairs and Inter-Agency Coordination, Project Management, and Communications and Knowledge Management. The position provides end-to-end leadership over policy coordination, research and analytics, program and project management, stakeholder engagement, and knowledge systems that support the priorities and directives of the PQF Council.</p> <p>The Chief must have a deep understanding of how education, training, skills, and jobs intersect, and with demonstrated capacity to lead cross-agency and industry coordination. He/She must possess strong expertise in skills mismatch, ladderization, Recognition of Prior Learning</p>			


<p>Policy Advocacy and Stakeholder Engagement</p>	<ul style="list-style-type: none"> ● Organizes and coordinates policy dialogues, Focus Group Discussions (FGDs), and advocacy workshops to promote understanding and adoption of PQF. ● Engages stakeholders to enhance awareness of PQF's role in workforce development and career progression pathways. ● Supports the development of advocacy materials that highlight PQF's contribution to employability and global competitiveness. ● Represents the PQF-NCC Permanent Secretariat in inter-agency committees and working groups related to PQF implementation.
<p>Strategic Communication and Public Awareness</p>	<ul style="list-style-type: none"> ● Develops the PQF-NCC Annual Communication Plan and oversees its implementation across platforms. ● Coordinates communication activities that enhance public awareness and stakeholder engagement on PQF programs and policies. ● Ensures consistent messaging and branding aligned with PQF-NCC communication standards. ● Manages knowledge and information dissemination platforms, including digital and print media, to ensure accessibility and transparency.
<p>Capacity Building and Knowledge Development</p>	<ul style="list-style-type: none"> ● Organizes capacity building workshops to build core of experts and practitioners on PQF policies, and programs and services. ● Develops the PQF Handbook in consultation with Technical WGs, WGs, key stakeholders and practitioners. ● Facilitates knowledge-sharing activities that support continuous learning and adoption of PQF frameworks. ● Develops and document shared best practices, lessons learned, and innovations in PQF operationalization.
<p>Leadership, Planning, M & E and Performance Management</p>	<ul style="list-style-type: none"> ● Supervises the monitoring and evaluation of the efficiency and effectiveness of the PQF programs, projects, and services. ● Directs, supervises, leads, and coordinates the planning and implementation of the Division's programs, projects, services, and operations of the Division. ● Oversees research, data analytics, and reporting to guide evidence-based decision-making within the Division.

(RPL), middle-skills development, and the linkage of qualifications to occupations, wages, productivity, and industrial upgrading. Familiarity with industry engagement mechanisms, including sector skills councils and the Philippine Skills Framework, is essential.	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	16 hours of relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Budget Planning and Coordination	<ul style="list-style-type: none"> Supervises the preparation of the annual budgetary proposal, work, and financial plans of the PQF-NCC pursuant to the guidelines issued by the DBM, and in coordination with the appropriate Offices and Divisions of the Permanent Secretariat and the different Heads of the Working Groups (WGs).
Strategic Planning and Technical Assistance	<ul style="list-style-type: none"> Provides technical assistance and support to the Council, Divisions, and WGs in the formulation and implementation of PQF strategic and annual plans and programs.
Monitoring and Evaluation	<ul style="list-style-type: none"> Monitors and evaluates plans, programs/project implementation vis-à-vis objectives, outputs, outcomes, standards, and timelines of the Permanent Secretariat and WGs.
Reporting and Documentation	<ul style="list-style-type: none"> Assists in the preparation of the consolidated annual and other reports of accomplishments on the Programs, Projects, and Services of the Permanent Secretariat and the WGs.

 Department of Education	JOB DESCRIPTION		JD No. _____ Revision Code: 00
Position Title	Administrative Officer V		Salary Grade 18
Parentetical Title	N/A		Governance Level Central Office
Office/Bureau/Service	Philippine Qualification Framework-National Coordinating Council (PQF-NCC) Permanent Secretariat		Unit/Division Finance and Administrative Division
Reports to	CAO, SAO		Effectivity Date
Positions Supervised	N/A		
JOB SUMMARY			
The AO V provides technical assistance in personnel administration, recommends and evaluates human resource policies, and implements civil service programs. The position also manages cash and disbursement services, monitors the Council's cash position, and ensures compliance with financial regulations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	2 years of relevant experience		
Eligibility	Career Service (Professional) Second Level Eligibility		
Trainings	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			

 Department of Education	<p align="center">JOB DESCRIPTION</p> Administrative Officer IV	JD No. _____	Revision Code: 00
Position Title		N/A	Salary Grade 15
Parentetical Title Office/Bureau/Service	Philippine Qualification Framework- National Coordinating Council (PQF-NCC) Secretariat	Governance Level Unit/Division	Finance and Administrative Division
Reports to	CAO, SAO	Effectivity Date	
Positions Supervised	N/A		
JOB SUMMARY			
The AO IV manages the custodianship, safekeeping, and archiving of PQF records, and maintains an organized filing system. The AO IV also manages official communications, ensuring accuracy, timeliness, and proper documentation.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	1 year of relevant experience		
Eligibility	Career Service (Professional) Second Level Eligibility		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Administrative Officer II</p>	<p>JD No. _____</p>
<p>Parent/Office/Bureau/Service</p>	<p>N/A</p>	<p>Salary Grade 11</p>
<p>Reports to</p>	<p>Philippine Qualification Framework-National Coordinating Council (PQF-NCC) Secretariat CAO, SAO</p>	<p>Governance Level Central Office</p>
<p>Positions Supervised</p>	<p>N/A</p>	<p>Unit/Division Finance and Administrative Division</p>
<p>JOB SUMMARY</p>		
<p>The AO II assists in preparing and consolidating annual budget proposals, supports human resource development policies, and maintains records management systems. Additionally, the position helps with procurement processes, prepares reports on program accomplishments, and provides logistical support for official functions.</p>		
<p>QUALIFICATION STANDARDS</p>		
<p>A. CSC Prescribed Qualifications</p>		
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>	
<p>Experience</p>	<p>None required</p>	
<p>Eligibility</p>	<p>Career Service (Professional) Second Level Eligibility</p>	
<p>Trainings</p>	<p>None required</p>	
<p>B. Preferred Qualifications</p>		
<p>Education</p>		
<p>Experience</p>		
<p>Eligibility</p>		
<p>Trainings</p>		