



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
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Office of the Schools Division
 Superintendent

May 18, 2026

DIVISION MEMORANDUM
 No. 256, s. 2026

CALL FOR APPLICATION FOR NON-TEACHING POSITIONS

- To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

1. The Schools Division Office of Dagupan City through Human Resource Merit Promotion and Selection Board (HRMPSB) is now accepting application for the following vacant positions:

2.

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Officer IV/ SG 15/ Php 42,178.00 Item number: OSEC-DECSB-ADOF4-60006-2026	Bachelor's degree relevant to the job	2 years relevant experience in Procurement	8 hours of relevant training	Career Service Professional (Second Level Eligibility)	OSDS
Administrative Officer II/SG 11/ Php 31,705.00	Bachelor's degree relevant to the job	1 year relevant experience in Procurement	4 hours relevant training	Career Service Professional	OSDS



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Php 31,705.00 Item number: OSEC- DECSB- ADOF2- 60007- 2026				(Second Level Eligibility)	
Legal Assistant I/ SG 10/ Php 26,917.00 Item number: OSEC- DECSB- LEA1- 60004- 2026	Bachelor's degree 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 internet	None required	None required	Career Service Professional (Second Level Eligibility)	OSDS
Administra tive Officer II/ SG 11/ Php 31,705.00 Item number: OSEC- DECSB 60210- 2021	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Eligibility)	Elementary
Administrat ive Aide III/SG 3/	Completion of 2 years of studies in college or	None required	None required	Career Service Sub- professional/	Dagupan City



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Php 16,486.00 Item number: OSEC- DECSB- ADA3- 60027- 2004	Completion of Grade 12/ Senior High School			First Level Eligibility	National High School
Administrative Aide I/ SG 1/ Php 14,634.00 Item number: OSEC- DECSB- ADA1- 60148- 2004	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat. I)	Dagupan City National High School
Administrative Aide VI/ SG 6/ Php 19,716.00 Item number: OSEC- DECSB- ADA6- 60046- 2004	Completion of 2 years of studies in college or Completion of Grade 12/ Senior High School	4 hours of relevant training	1 year relevant experience	Career Sub- professional/ First Level Eligibility	OSDS

3. The job description for the abovementioned vacant positions is attached to **Enclosure No. 1.**
4. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria



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set forth in DepEd Order No. 007, s. 2023 prior to submission of application documents.

5. CHECKLIST OF REQUIREMENTS

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/ Expression of interest;
 - ii. Position applied for;
- b. Duly accomplished PDS (CS Form 212, Revised 2025 with Work Experience Sheet);
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency level issued by authorized body (if applicable);
- e. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, (if available);
- f. Photocopy of duly signed Service Record;
- g. Photocopy of certificate/ s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- h. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment, as may be administered by DepEd;
- i. Photocopy of latest appointment;
- j. Photocopy of the Performance Rating with at least Very Satisfactory rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2).
- l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:



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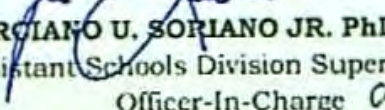
- i. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

6. Deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Officer on or before **MAY 29, 2026**. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants.
No additional documents shall be accepted after the deadline.

7. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day.


8. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

9. For information and guidance.


MARCIANO U. SORIANO JR. PhD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge CW
Schools Division Superintendent



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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Legal Assistant I	Salary Grade	10
Parentetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the School's Division Superintendent	Unit/Division	Legal Unit
Reports to	Attorney III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
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.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors Degree		
Experience	None required		
Eligibility	Career Service Professional (Second Level) Eligibility		
Trainings	None Required		
B. Preferred Qualifications			
Education	Preferably with at least Units of Bachelor of Laws		
	Excellent written and verbal communication skills		
	Basic knowldgo in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet		

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INVESTIGATION	<ul style="list-style-type: none"> • Conduct impartial, evidence-based, and timely preliminary or fact-finding investigations as directed by the Disciplining Authority. • Prepare Notices of Order to Submit Counter-Affidavit / Answer, Notices of Hearing, and Clarificatory Orders, ensuring accuracy and compliance with legal procedures. • Prepare comprehensive investigation reports based on verified facts, ensuring timeliness and adherence to due process.
IN-HOUSE GENERAL LEGAL SERVICES	<ul style="list-style-type: none"> • Draft simple or routine correspondence and communications in support of the Legal Unit's operations. • Conduct legal research on applicable laws, rules, regulations, and jurisprudence to support case handling and policy implementation. • Prepare Orders for the correction of entries in school records, subject to the evaluation of the Legal Officer. • Coordinate with School Heads regarding legal issues and concerns related to school sites, ensuring proper documentation and resolution. • Log, monitor, and follow up on schools' compliance with the Child Protection and Anti-Bullying Policies and consolidates related reports. • Assist clients with legal concerns or issues received in person, by phone, or through electronic mail, ensuring prompt and courteous service. • 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. • Verify the pendency or non-pendency of administrative cases for the issuance of certifications or division clearances.

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
RECORDS AND DATABASE MANAGEMENT	<ul style="list-style-type: none"> • 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. • Maintain an organized filing system for case files, reports, and other legal-related communications, ensuring documented information is easily retrievable, accessible, and securely stored. • 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. • 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.
ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none"> • Provide administrative assistance and support to ensure the smooth operations of the Legal Unit. • Prepare and encode documents, reports, and presentations in electronic format for the Legal Unit • Coordinate and facilitate the schedules of the Legal Unit's activities, including trainings, workshops, meetings, and appointments with other offices • Coordinate the preparation and processing of documents required for the Legal Unit's activities and operations. • 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. • Prepare clearances and certifications as requested, securing the signature of the proper authorities. • Coordinate travel bookings for staff as instructed and provide timely feedback on booking status • Ensure the security, proper maintenance, and availability of office equipment, as well as the timely replenishment of office supplies. • Receive and route incoming calls or fogs relevant information and promptly notifies the concerned party. • Log concerns brought to the office and follow through on inquiries until resolution.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Administrative Unit - Procurement
Reports to	Administrative Officer IV	Effectivity Date	
Positions Supervised	None		
JOB SUMMARY			
<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>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's Degree relevant to the job		
Experience	None Required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None Required		
B. Preferred Qualifications			
Education			
Experience	1 year relevant experience in Procurement		
Eligibility			
Trainings	4 hours relevant training		

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Procurement Planning</p>	<ul style="list-style-type: none"> • 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. • 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. • Compile and encode PPMPs from all SDO units for initial consolidation into the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE). • 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. • 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. • 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. • 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. • 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.

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • 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. • 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. • Encode and update the market price database with validated survey results, ensuring accuracy, completeness, and accessibility for procurement planning and monitoring purposes.
<p>Procurement Process Management</p>	<ul style="list-style-type: none"> • 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. • 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. • 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). • Coordinate and arrange schedules for BAC meetings, conferences, and bidding activities, including preparing procurement timelines, agendas, minutes of meetings, and BAC resolutions. • 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Provide logistical and clerical support during procurement activities such as pre-procurement conferences, pre-bid conferences, bid submission and opening, evaluation, and BAC deliberations. • Issue and record the sale/distribution of bidding documents to suppliers, contractors, and consultants, maintaining accurate logs and supporting documents. • Maintain and regularly update a supplier, contractor, consultant, and observer database for the SDO, ensuring accurate and current contact and performance information. • Prepare and release POs after AO IV validation, record served POs for tracking and transmit documents to concerned offices for processing. • Maintain orderly procurement files and archive for all transactions, ensuring they are complete, accessible, and audit ready. • 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.
<p>Procurement Contracts Management</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.
<p>Procurement Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • Draft Inspection Orders with complete project and item details based on approved documents for signature by the Schools Division Superintendent (SDS) or authorized official. • Monitor and record the progress of procurement activities against set timelines, and report variances to the AO IV. • 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). • 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. • 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. • Maintain an updated procurement tracking system and ensure all milestones are recorded. • Keep records of supplier and contractor performance issues for possible sanction proceedings.
<p>Administrative and Records Management</p>	<ul style="list-style-type: none"> • 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. • Coordinate with end-user units on the delivery of goods procured by the CO or RO, confirming receipt and assisting in related documentation requirements.

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

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Officer IV	Salary Grade	15
Parentetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Administrative Unit - Procurement
Reports to	Assistant Schools Division Superintendent Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Officer II		
JOB SUMMARY			
<p>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.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
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. Preferred Qualifications			
Education			
Experience	2 years relevant experience in Procurement		
Eligibility			
Trainings	8 hours relevant training		

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Procurement Planning</p>	<ul style="list-style-type: none"> • 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. • 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. • 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). • 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. • 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. • 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. • 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. • 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. • Coordinate with end-user units and the BAC Secretariat to integrate validated market survey data into technical specifications, cost estimates, and procurement schedules.

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	<ul style="list-style-type: none"> • Maintain and update a market price database to support transparency, competitiveness, and value-for-money procurement decisions.
<p>Procurement Process Management</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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. • 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. • 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. • 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. • 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.

<p>Procurement Contracts Management</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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.
<p>Procurement Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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.

Secondary duties	<ul style="list-style-type: none">• Perform other relevant functions as may be assigned by the supervisor.
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SDO DAGUPAN CITY



Position Title:	Administrative Aide VI	Salary Grade:	6
Unit/Division:	Office of the Schools Division Superintendent	Monthly Salary:	19,716
QUALIFICATION STANDARD			
Education:	Completion of two-year studies in college		
Experience:	4 hours of relevant training		
Training:	1 year of relevant experience		
Eligibility:	Career Service Sub-professional/ First Level Eligibility		
KRA		Duties and Responsibilities	
Schedules Administrative	Schedules/calendars meetings/appointments/training/workshops		
Records and Files	Documents/communications received, routed , tracked		
	Filing system created, and maintained		
	Documents filed, retrieved, archived to Records Office or disposed as needed		
	Comprehensive and complete minutes of meetings/agenda attended		
	Daily attendance of Administrative Service Staff (to establish staff location)		
Administrative Support	Encoded documents		
	Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)		
	Supporting documents, petty cash, documents/forms		
Secretariat & Frontline	Travel bookings made		
	Appointment, venue, meals arranged		
	Received/routed calls		
	Responded to visitors		
	Follow through on inquiries		

Position Title: **ADMINISTRATIVE AIDE III**
Unit/Division: **Dagupan City National High School**
Reports to: **Administrative Officer IV**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Messengerial and Photocopying	Bring memos, documents to offices as assigned by the office Administrative Assistant
	Photo copy documents as needed
Recording	Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant.
	Record and release documents for other offices as instructed by the Administrative Assistant
Communication	Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff

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