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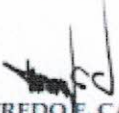
# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2021-0565

TO : ALL REGIONAL DIRECTORS  
Schools Division Superintendents of Quezon, Camarines Sur,  
Iloilo and Cebu

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

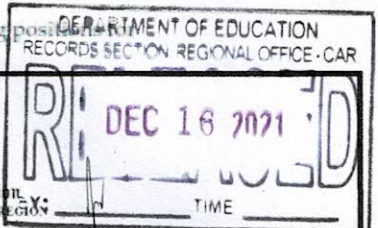
SUBJECT : Deployment and Filling Up of the Newly Created Positions for  
Procurement at the Region and Schools Division Offices

DATE : 07 December 2021

As the largest Agency getting the biggest chunk of the budget, we are beset with challenges in budget utilization. From 2018 to 2020, the average procurement budget for Central Offices is at 18.477B, and 1.68B and 5.01B at the Regional Office (RO) and Schools Division Office (SDO) (Very Large and Large only), respectively. These represent allocations for big-ticket items such as: 1) Learning resources (Technical -Vocational Livelihood (TVL) supplies and equipment, textbooks, learning materials/modules, Science and Math equipment); 2) ICT Service (DepEd Computerization Program); 3) Education Facilities (school furniture, repair/rehabilitation of classrooms and other infrastructure projects); 4) Training of staff, teaching and non-teaching personnel; and 5) Testing and evaluation. Such major programs and projects require procurement to convert them into actual goods and services that will be delivered to the ultimate end-users, our learners.

The RO and SDO have no existing plantilla positions to handle procurement functions. Regular permanent personnel are delegated to serve as BAC Secretariat, performing functions over and above their regular functions. Considering the volume, extent, and complexity of procurement-related works in the ROs and SDOs, DepEd requested from the Department of Budget and Management (DBM) the creation of plantilla positions to take charge of such tasks.

DBM, in its letter dated October 26, 2021, approved the creation of the following positions to ensure the effective and efficient performance of procurement-related functions:



Re:

En:

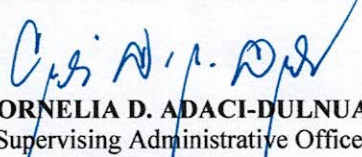


December 16, 2021

To : Schools Division Superintendents  
All Others Concerned

For information and guidance.

FOR THE REGIONAL DIRECTOR:

  
**CORNELIA D. ADACI-DULNUAN**  
 Supervising Administrative Officer  
 Administrative Division



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## Department of Education

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MEMORANDUM  
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**Schools Division Superintendents of Quezon, Camarines Sur,**  
**Iloilo and Cebu**

FROM :  **WILFREDO E. CABRAL**  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : **Deployment and Filling Up of the Newly Created Positions for Procurement at the Region and Schools Division Offices**

DATE : 07 December 2021

As the largest Agency getting the biggest chunk of the budget, we are beset with challenges in budget utilization. From 2018 to 2020, the average procurement budget for Central Offices is at 18.477B, and 1.68B and 5.01B at the Regional Office (RO) and Schools Division Office (SDO) (Very Large and Large only), respectively. These represent allocations for big-ticket items such as: 1) Learning resources (Technical -Vocational Livelihood (TVL) supplies and equipment, textbooks, learning materials/modules, Science and Math equipment); 2) ICT Service (DepEd Computerization Program); 3) Education Facilities (school furniture, repair/rehabilitation of classrooms and other infrastructure projects); 4) Training of staff, teaching and non-teaching personnel; and 5) Testing and evaluation. Such major programs and projects require procurement to convert them into actual goods and services that will be delivered to the ultimate end-users, our learners.

The RO and SDO have no existing plantilla positions to handle procurement functions. Regular permanent personnel are delegated to serve as BAC Secretariat, performing functions over and above their regular functions. Considering the volume, extent, and complexity of procurement-related works in the ROs and SDOs, DepEd requested from the Department of Budget and Management (DBM) the creation of plantilla positions to take charge of such tasks.

DBM, in its letter dated October 26, 2021, approved the creation of the following positions for the effective and efficient performance of procurement-related functions:

- Region (**2 items per RO** under the Administrative Division):

Position Title/SG	No. of Positions
Administrative Officer IV / SG 15	1
Administrative Officer II / SG 11	1
<b>Total</b>	<b>2</b>

- Schools Division Office (under the OSDs):

Position Title/SG	No. of Position
Administrative Officer IV / SG 15	1

**One (1) item each for the following Very Large SDOs:**

- ↳ Region IV-A: SDO Quezon
- ↳ Region V: SDO Camarines Sur
- ↳ Region VI: SDO Iloilo
- ↳ Region VII: SDO Cebu

The Notice of Organization, Staffing and Compensation Action (NOSCA) for the creation of the above-mentioned positions shall be issued by the respective DBM Regional Offices. Upon receipt of the NOSCA the concerned offices are advised to immediately commence with the posting, screening, and selection of the qualified applicants. All are directed to strictly adhere to current existing hiring guidelines of the Department. Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC) prescribed qualification requirements for the position.

For monitoring purposes, a report on the status of filling up such items shall be submitted to the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED), through [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph) within 30 days from the approval of the appointment.

Attached are the approval letter from DBM and the Job Description for these newly created positions, for your reference.

For your information and guidance.

Thank you.

*BHROD-OED/Tiamson*

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Officer IV (Procurement)	<b>Salary Grade</b>	<b>15</b>
<b>Parenthetical Title</b>	Administrative Officer II	<b>Governance Level</b>	Schools Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Administrative Division
<b>Reports to</b>	Administrative Officer V	<b>Effectivity Date</b>	
<b>Positions Supervised</b>		<b>Page/s</b>	
<b>JOB SUMMARY</b>			
<p>The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education	Preferably has a background in public administration, business management/administration or law.		
Experience	At least 2 years experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program		

KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>• Assist the end-user units in the preparation of their procurement documents</li> <li>• Conduct quarterly end-user interface</li> <li>• Assist and review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE</li> <li>• Plan, prioritize and coordinate tasks with BAC &amp; Secretariat upon receipt of approved procurement requests from the end-user units</li> </ul>
<b>Procurement Process Management</b>	<ul style="list-style-type: none"> <li>• Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system</li> <li>• Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures.</li> <li>• Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings</li> <li>• Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents</li> <li>• Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan</li> <li>• Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned</li> <li>• Oversee the dissemination of procurement documents to suppliers, contractors and consultants</li> <li>• Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices</li> </ul>
<b>Procurement Contracts Management</b>	<ul style="list-style-type: none"> <li>• Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks</li> <li>• Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office</li> <li>• Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts</li> </ul>


KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of Inspection Order to be issued by the Schools Division Superintendent (SDS) or the Head of the Administrative Unit, as may be authorized by the SDS, by providing the particulars of the project and items for inspection</li> <li>• Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI</li> <li>• Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures;</li> <li>• Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements)</li> <li>• Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts</li> <li>• Participate in the initiation of sanctions against erring suppliers, contractors, and consultants</li> </ul>
<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the Head of Office</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Officer IV (Procurement)	<b>Salary Grade</b>	<b>15</b>
<b>Parenthetical Title</b>		<b>Governance Level</b>	Regional Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Administrative Division
<b>Reports to</b>	Administrative Officer V	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Officer II	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
<p>The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education	Preferably has a background in public administration, business management/ administration or law		
Experience	At least 2 years experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program		

KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>• Assist the end-user units in the preparation of their procurement documents</li> <li>• Conduct quarterly end-user interface</li> <li>• Review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE</li> <li>• Plan, prioritize and coordinate tasks with BAC &amp; Secretariat upon receipt of approved procurement requests from the end-user units</li> </ul>
<b>Procurement Process Management</b>	<ul style="list-style-type: none"> <li>• Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system</li> <li>• Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures</li> <li>• Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned</li> <li>• Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices</li> </ul>
<b>Procurement Contracts Management</b>	<ul style="list-style-type: none"> <li>• Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks</li> <li>• Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts</li> <li>• Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office</li> <li>• Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts</li> </ul>
<b>Procurement Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of Inspection Order to be issued by the Regional Director (RD) or the Head of the Administrative Section, as may be authorized by the RD, by providing the particulars of the project and items for inspection</li> <li>• Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures</li> <li>• Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements)</li> </ul>



KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction</li> <li>• Participate in the initiation of sanctions against erring suppliers, contractors, and consultants</li> </ul>
<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the Head of Office</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Officer II (Procurement)	<b>Salary Grade</b>	<b>11</b>
<b>Parenthetical Title</b>	Administrative Officer I	<b>Governance Level</b>	Regional Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Administrative Division
<b>Reports to</b>	Administrative Officer IV	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
<p>The position 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 Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	At least 1 year experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the basic course of the DepEd Procurement Professionalization Program		

KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>• Assist the Administrative Officer IV in the conduct of quarterly end-user interface</li> <li>• Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP</li> <li>• Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt of approved procurement requests from the end-user units</li> </ul>
<b>Procurement Process Management</b>	<ul style="list-style-type: none"> <li>• Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings</li> <li>• Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents</li> <li>• Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan</li> <li>• Record minutes of Bids and Awards Committee meetings</li> <li>• Submit procurement documents for further review for presentation during the BAC meeting</li> <li>• Develops a supplier, contractor and consultant, and observer database for the central and regional offices.</li> <li>• Updates database regularly</li> <li>• Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices</li> </ul>
<b>Procurement Contracts Management</b>	<ul style="list-style-type: none"> <li>• Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks</li> <li>• Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts</li> <li>• Assist in the coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office</li> <li>• Provide administrative support in the implementation and administration of procurement contracts</li> <li>• Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts</li> <li>• Provide administrative support in monitoring compliance with specified terms and conditions of the procurement contracts</li> </ul>

KRA	DUTIES AND RESPONSIBILITIES
<b>Procurement Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Gather data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to the PMR and APCPI</li> <li>• Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices</li> <li>• Encodes latest prices gathered through market survey, and updates prices on a regular basis</li> </ul>
<b>Administrative &amp; Records Management</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the RO Inspectorate Team by checking and providing them copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO</li> <li>• Coordinate with School Heads for the delivery of goods procured by the RO or CO</li> <li>• Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants</li> <li>• Coordinates and facilitates actual conduct of meetings with end-users</li> </ul>
<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the Head of Office</li> </ul>



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**OCT 26 2021**

**SECRETARY LEONOR MAGTOLIS BRIONES**

Department of Education (DepEd)  
 DepEd Complex, Meralco Avenue  
 Pasig City

Attention: **Director Anne Rachel C. Miguel**  
 Bureau of Human Resource and Organizational Development

Dear **Secretary Briones**:

This refers to the request of the DepEd for the **creation** of the following **58** positions to undertake procurement tasks and activities in the different offices/units of the Department:

Area of Deployment	Position Title/ Salary Grade (SG)	No. of Positions
<b>Central Office (CO)</b>		
Contract Management Division (CMD), Procurement Service (PS)	Administrative Officer (AO) V/SG-18	1
	AO IV/SG-15	2
	AO II/SG-11	2
	Administrative Assistant (ADAS) III/SG-9	1
<b>Sub-Total</b>		<b>6</b>
<b>Regional Offices (ROs)</b>		
Administrative Division	AO V/SG-18	1
	AO IV/SG-15	1
	Administrative Aide (ADA) VI/SG-6	1
<b>Sub-Total</b>		<b>3</b>
		for every RO or a total of <b>48</b>
Office of the Schools Division Superintendent (OSDS) in four (4) Very Large-sized Schools Division Offices (SDOs)	AO IV/SG-15	4
<b>Sub-Total</b>		<b>4</b>
<b>Total</b>		<b>58</b>

We are pleased to inform you of the favorable consideration of the following staffing modifications to support the DepEd in the effective and efficient performance of procurement-related functions:

- **Creation** of the following **three (3) positions** in the PS-CMD to monitor the timely delivery of procured items and health and safety protocols, prepare warehouse and logistics reports, manage records and required documents, and coordinate with the suppliers and other stakeholders:

Position Title/SG	No. of Positions
AO V/SG-18	1
AO IV/SG-15	1
AO II/SG-11	1
<b>Total</b>	<b>3</b>

- **Creation** of the following **two (2) positions** under the Administrative Division of each DepEd RO or a total **32 items** for 16 ROs to be responsible for the preparation/posting of the request for quotations, invitations to bid, bid bulletins, notices of award, notices to proceed, and annual procurement plan, among other tasks:

Position Title/SG	No. of Positions
AO IV/SG-15	1
AO II/SG-11	1
<b>Total</b>	<b>2</b> for every RO or a total of 32 items for 16 ROs

- **Creation** of **one (1) AO IV/SG-15** item under the OSDs of the following four (4) Very Large-sized SDOs or a total of **four (4) positions** to undertake procurement activities such as the preparation of procurement documents, provision of technical and administrative support services to the members of the Bids and Awards Committee, and monitor the procurement of goods and services at the SDO level:

- Region IV-A: SDO Quezon
- Region V: SDO Camarines Sur
- Region VI: SDO Iloilo
- Region VII: SDO Cebu

- **Abolition** of the following **36 vacant positions** in the DepEd CO and RO No. XIII to fund the creation of the aforesaid recommended positions:

Area of Deployment	Position Title /SG	No. of Positions
CO	Education Program Specialist (EPS) II/SG-16	3
	Printing Foreman/SG-9	1
<b>Sub-Total</b>		<b>4</b>

Area of Deployment	Position Title /SG	No. of Positions
RO No. XIII	Education Program Supervisor/SG-22	1
	Senior EPS/SG-19	1
	Accountant II/SG-16	6
	Planning Officer II/SG-15	7
	AO III/SG-14	9
	AO II/SG-11	8
<b>Sub-Total</b>		<b>32</b>
<b>Total</b>		<b>36</b>

The details on the deployment of the four (4) AO IV/SG-15 positions for **creation** in the Very Large-sized SDOs concerned and the **abolition** of 36 vacant items in the DepEd CO and RO No. XIII are presented in **Annex A**.

On the other hand, the creation of the other proposed positions **is not considered** since their purported functions will already be handled by the existing items in the DepEd and the herein approved positions for creation.

In this regard, attached is the Notice of Organization, Staffing and Compensation Action (NOSCA) No. 0002021-09-001 reflecting the creation and abolition of positions in the DepEd CO.

On the other hand, the DBM ROs concerned shall issue the requisite NOSCA for the creation of **16** AO IV/SG-15 and **16** AO II/SG-11 items in the Administrative Division of each DepEd RO and **four (4)** AO V/SG-15 positions in the Very Large-sized SDOs concerned, as well as the abolition of **32** vacant positions in the DepEd RO No. XIII.

It is understood that this approval is subject to the existing civil service, budgeting, accounting and auditing rules and regulations.

Very truly yours,

  
**TINA ROSE MARIE L. CANDIA**  
 Officer-in-Charge, DBM

**A. Creation of Four (4) Administrative Officer IV, SG-15 Positions in the Very Large-sized Schools Division Offices (SDOs)**

Area of Deployment		No. of Positions
Region	SDO	
Region IV-A	Quezon	1
Region V	Camarines Sur	1
Region VI	Iloilo	1
Region VII	Cebu	1
<b>Total</b>		<b>4</b>

**B. Abolition of 36 Positions in DepEd Central Office (CO) and Regional Office (RO) No. XIII**

Area of Deployment		Position Title/SG	No. of Positions	Item No.
Org. No.	Org Unit			
<b>CO</b>				
15.2	Teaching and Learning Division	Education Program Specialist II/SG-16	3	EPS2-116-1998
15.3	Student Inclusion Division			EPS2-25-1998
19.2	Learning Resources Production Division	Printing Foreman/SG-9	1	EPS2-34-1998 PRINF-3-1998
<b>Sub-Total, CO</b>			<b>4</b>	
<b>RO No. XIII</b>				
4926	Regional Office - XIII - Curriculum and Learning Management Division	Senior Education Program Specialist/SG-19	1	SREPS-1020003-1998
4930.0001	a. Division of Agusan del Norte - Office of the Schools Division	Administrative Officer III	2	ADOF3-1020008-2004 ADOF3-1020010-2004
4950.0001	Division of Agusan del Sur - Office of the Schools Division	Administrative Officer II	1	ADOF2-1020012-2004
4950.0002		Education Program Supervisor	1	EPSVR-1020111-2010
4960.0001	Division of Siargao - Office of the Schools Division Superintendent	Accountant II	1	A2-1020001-1999
		Administrative Officer II	1	ADOF2-1020014-2004
4960.0003	Division of Siargao - School Governance and Operations Division	Planning Officer II	1	PLO2-1020002-1999
4970.0006	Division of Surigao del Norte - Office of the Schools Division Superintendent	Planning Officer II	1	PLO2-1020002-2002
		Administrative Officer III	2	ADOF3-1020024-2004 ADOF3-1020023-2004
		Administrative Officer II	1	ADOF2-1020016-2004
4985.0001	c. Division of Surigao del Sur - Office of the Schools Division Superintendent	Accountant II	1	A2-1020002-1998
		Planning Officer II	1	PLO2-1020003-2002
		Administrative Officer III	1	ADOF3-1020028-2004
		Administrative Officer II	1	ADOF2-1020017-2004
4995.0002	b. Division of Butuan City - Elementary Education	Administrative Officer III	2	ADOF3-1020015-2004 ADOF3-1020016-2004
				Accountant II
4995.0003	Division of Butuan City - Office of the Schools Division	Administrative Officer II	1	ADOF2-1020013-2004
5005.0001	Division of Surigao City - Office of the Schools Division	Accountant II	1	A2-1020001-1998
		Administrative Officer III	1	ADOF3-1020021-2004
5005.0003	School Governance and Operations Division	Planning Officer II	1	PLO2-1020001-1999
5006.0002	c. Division of Bislig City - Office of the Schools Division	Administrative Officer III	1	ADOF3-1020003-2008
5006.0002		Administrative Officer II	1	ADOF2-1020002-2008
5006.0004	e. Division of Bislig City - School Governance and Operations Division	Planning Officer II	1	PLO2-1020005-2008
5007.0006	Division of Dinagat Islands - Office of the Schools Division Superintendent	Accountant II	1	A2-1020007-2008
5007.0006		Planning Officer II	1	PLO2-1020006-2008
5007.0006		Administrative Officer II	1	ADOF2-1020003-2008
5009	a. Division of Cabadbaran City - Office of the Schools Division	Accountant II	1	A2-1020007-2013
5009.0002	c. Division of Cabadbaran City - School Governance and Operations Division	Planning Officer II	1	PLO2-1020006-2013
<b>Sub-Total, RO</b>			<b>32</b>	
<b>Total</b>			<b>36</b>	



**NOTICE OF ORGANIZATION, STAFFING AND COMPENSATION ACTION (NOSCA)**

DEPARTMENT <i>Department of Education</i>	HEAD OF AGENCY <i>Secretary Leonor M. Briones</i>	NOSCA SERIAL NO.  <b>0002021-09-001</b>
AGENCY <i>Office of the Secretary</i>	ADDRESS <i>DepEd Complex Meralco Avenue, Pasig City</i>	

This is to inform you that the following Organization, Staffing, Position Classification and/or Compensation action/s were approved effective not earlier than October 16, 2021

MOD CODE (1)	P/A/P (2)	UNIQUE ITEM NUMBER (3)	POSITION TITLE (4)	SG (5)	SALARY STEP (6)	SALARY (7)	RATA (8)	PERA (9)	PEI (10)	UNIFORM & CLOTHING ALLOW. (11)	MID YEAR BONUS (12)	YEAR END BENEFITS (13)	PAG-IBIG (14)	RLIP (15)	ECIP (16)	HEALTH INSURANCE (17)	TOTAL (18)
<b>ABOLITION</b>																	
15 2000 - Teaching and Learning Division																	
310100	100003000	EPS2-25-1998	Education Program Specialist II, EO 366	16	1	(109,864)	0	(8,000)	(5,000)	0	(36,628)	(36,628)	(300)	(13,166)	(300)	(636)	(167,236)
310100	100003000	EPS2-116-1998	Education Program Specialist II, EO 366	16	1	(109,864)	0	(8,000)	(5,000)	0	(36,628)	(36,628)	(300)	(13,166)	(300)	(636)	(167,236)
				2		(219,728)	0	(12,000)	(10,000)	0	(73,256)	(73,256)	(600)	(26,372)	(600)	(1,272)	(334,471)
15 3000 - Student Inclusion Division																	
310100	100003000	EPS2-34-1998	Education Program Specialist II, EO 366	16	1	(109,864)	0	(8,000)	(5,000)	0	(36,628)	(36,628)	(300)	(13,166)	(300)	(636)	(167,236)
				1		(109,864)	0	(8,000)	(5,000)	0	(36,628)	(36,628)	(300)	(13,166)	(300)	(636)	(167,236)
19 2000 - Learning Resources Production Division																	
200000	100003000	PRINF-3-1998	Printing Foreman, EO 366	09	1	(69,779)	0	(6,000)	(5,000)	0	(19,593)	(19,593)	(300)	(7,053)	(300)	(713)	(82,736)
						(69,779)	0	(6,000)	(5,000)	0	(19,593)	(19,593)	(300)	(7,053)	(300)	(713)	(82,736)
<b>Total : Abolition</b>						(388,431)	0	(24,000)	(20,000)	0	(129,477)	(129,477)	(1,200)	(46,611)	(1,200)	(3,525)	(894,444)
<b>CREATION</b>																	
10 3000 - Contract Management Division																	
100000	100001000	ACOF5-26-2021	Administrative Officer V	18	1	131,048	0	6,000	2,000	0	0	1,000	300	15,725	300	936	155,306
100000	100001000	ACOF4-26-2021	Administrative Officer IV	15	1	100,725	0	6,000	2,000	0	0	1,000	300	12,067	300	936	121,350
100000	100001000	ADOF2-123-2021	Administrative Officer II	11	1	71,831	0	6,000	2,000	0	0	1,000	300	6,596	300	663	69,698
				3		303,399	0	18,000	6,000	0	0	3,000	900	36,408	900	2,736	365,344
<b>Total : Creation</b>						303,399	0	18,000	6,000	0	0	3,000	900	36,408	900	2,736	365,344
						(65,032)	0	(6,000)	(14,000)	0	(129,477)	(128,477)	(300)	(10,203)	(300)	(787)	(229,100)

\*\*\*\*\* Nothing Follows \*\*\*\*\*

Approved by :

*Tina Rose Marie L. Canda*  
 TINA ROSE MARIE L. CANDIA  
 Officer in Charge, DBM

Date :

Day / Month / Year

APPROVED