Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



November 14, 2017

DIVISION MEMORANDUM No. 773, s. 2017

NEW FORMS RELEVANT TO APPOINTMENT PROCESSING

To: Assistant Schools Division Superintendents Education Supervisors/Coordinators Public Schools District Supervisors/OICs School Heads/Caretaker/Teachers All Others Concerned

- 1. Per 2017 Omnibus Rules on Appointments and Other Human Resource Actions Promulgated dated June 16,2017, this office is hereby requiring all newly hired teaching and non-teaching personnel who are about to process and submit their pertinent documents for appointment issuance to use the new forms, as prescribed by the Civil Service Commission, such as:
 - a) Medical Certificate (CS Form No. 211, Revised 2017)
 - b) Position Description Form (DBM CSC Form No. 1, Revised 2017)
 - c) Oath of Office (CS Form No. 32, Revised 2017)
 - d) Personal Data Sheet (CS Form No. 212, Revised 2017)
- 2. The above revised forms are available at the Division Information Section and can also be downloaded in our DepEd website under downloadable forms (www.depedcebuprovince.ph).
- 3. Wide dissemination and strict compliance of this Memorandum is hereby directed.

RHEA MAINA. ANGTUD, Ed.D., CESO VI Schools Division Superintendent

REPUBLIC OF THE PHILIPPINES (Name of Agency)

OATH OF OFFICE

I, (Name of the	Appointee) of
(Address of the Appointee)	having been
appointed to the position of(P	osition Title) hereby
solemnly swear, that I will faithfully discharge to	the best of my ability, the duties of
my present position and of all others that I may h	ereafter hold under the Republic of
the Philippines; that I will bear true faith and alle	giance to the same; that I will obey
the laws, legal orders, and decrees promulgated t	by the duly constituted authorities of
the Republic of the Philippines; and that I im	spose this obligation upon myself
voluntarily, without mental reservation or purpose	of evasion.
SO HELP ME GOD.	
	(Signature over Printed Name of the Appointee)
Government ID: ID Number : Date issued :	
Subscribed and sworn to before, 20 in	me this day of
· · · · · · · · · · · · · · · · · · ·	
-	(Signature over Printed Name

Authority/ Head of Office)

MEDICAL CERTIFICATE

(For Employment)

 a. This medical certificate should be accomplished by a licensed g b. Attach this certificate to original appointment, transfer and reem c. The results of the following pre-employment medical/physical/m must be attached to this form: 	ployment.
☐ Blood Test ☐ Urinalysis ☐ Chest X-Ray ☐ Drug Test ☐ Psychological Test ☐ Neuro-Psychiatric Examination (if applicable)	
FOR THE PROPOSED APPOIN	TEE
NAME (Last Name, First Name, Name Extension (if any) and Middle Name)	AGENCY / ADDRESS
ADDRESS	
AGE SEX CIVIL STATUS	PROPOSED POSITION
FOR THE LICENSED GOVERNMENT I hereby certify that I have reviewed and evaluated the attached examin-	ation results, personally examined the
above named individual and found him/her to be physically and medically DFI	/ UNFIT for employment.
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE
AGENCY/Affiliation of Licensed Government Physician:	
	HEIGHT (M) WEIGHT (KG) BLOOD Stripped TYPE
OFFICIAL DESIGNATION DA	TE EXAMINED

1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** (Revised Version No. 1, s. 2017) **TEACHER 1** 2. ITEM NUMBER 3. SALARY GRADE SG 11 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ 1st Class ☐ Province ☐ 5th Class 2nd Class ☐ 6th Class ☐ City Special Municipality 3rd Class 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT DEPARTMENT OF EDUCATION 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DIVISION OF CEBU PROVINCE 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION Php 2,000.00/month Php 242,148.00 / annum (PERS/ACA) 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK 17. CONTACTS / CLIENTS / STAKEHOLDERS 17b. External Occasional 17a. internal Occasional Frequent Frequent Executive / Managerial General Public Supervisors П Other Agencies Others (Please Specify): Non-Supervisors Staff 18. WORKING CONDITION Office Work Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION TEACHING ELEMENTARY LEVEL

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TO: DIGE! DECORN TIC	IN OF THE GENERAL FUNCTION	OF THE POSITION (Job Summ	ary)	
TEACHING ELEMENTARY LEVEL				
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21. QUALIFICATION ST				
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Bachelor of Elementary/ Early Childhood Education/SPED or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, RA 1080	
21e. Core Competer	rciae			
Zie. Cole Competer	(Indicate the required Core Competencies	here)	Competency Level (Indicate the required Competency	
			Level here)	
21f. Leadership Con	n petencies ndicate the required Leadership Competenc		Competency Level	
(Indicate the required Leadership Competencies here) (Indicate the required Competency Level here)				
22 STATEMENT OF DU	TIES AND RESPONSIBILITIES (Te	chnical Competencies)	Competency Level	
Percentage of Working	(State the duties and re		Compensity Level	
Time 6% 70% 3% 3% 3% 3% 3% 3% 3% 3%	Prepare courses for presentation to students according Teach students using a systematic plan of lessons & clead students in activities to promote their physical, mental Assign and correct homework. Prepare, administer and correct tests. Evaluate the progress of students and discuss results dentify children's individual learning needs. Prepare and implement remedial program for students. Participate in staff meetings, educational conferences. May supervise teacher aides and students teachers.	g to approved curriculum discussions al & social development & their school readiness with students, parents and school officials	(Indicate the required Competency Level here)	
13. AUNIYUWLEDUMEN	I AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.				
Employee's Nan	ne, Date and Signature	Supervisor's Name,	Date and Signature	

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		POSITION TITLE (as appro- parenthetical title	ved by authorize	d agency) with	
		TEACHER 2			
2. ITEM NUMBER			3. SALARY GRADE		
			SC	3 12	
4. FOR LOCAL GOVERN	IMENT POSITION, E	NUMERATE	GOVERNMENTAL UNIT AND C	LASS	
☐ Province ☐ City ☐ Municipalit	у	☐ 3rd (Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORF LOCAL GOVERNMENT		ICY/	6. BUREAU OR OFFICE		
DEPARTME	NT OF EDUCATION				
7. DEPARTMENT/BRAI	NCH / DIVISION		8. WORKSTATION / PLACE O	F WORK	
DIVISION O	F CEBU PROVINCE	;			
9. PRESENT APPROP	10. PREVIOUS APPRO	OP ACT	11. SALARY AUTHORIZED	12. OTHER CO	MPENSATION
			Php 265,788.00 / annum Php 2,000.00/month (PERS/ACA)		
13. POSITION TITLE OF	IMMEDIATE SUPER	VISOR	14. POSITION TITLE OF NEXT	HIGHER SUPER	VISOR
15. POSITION TITLE, AN	ID ITEM OF THOSE I	DIRECTLY S	<u>UPERVISED</u>		
POS	(if more than set	ven (7) list on	ly by their item numbers and title	iumber	
16. MACHINE, EQUIPME	NT, TOOLS, ETC., U	SED REGUL	ARLY IN PERFORMANCE OF V	VORK	
17. CONTACTS / CLIEN	TS / STAKEHOLDER: Occasional		17b. External	Occasional	Energy
Executive / Managerial		Frequent	General Public		Frequent
Supervisors			Other Agencies		
Non-Supervisors			Others (Please Specify):	 	
Staff	<u> </u>	Ц			
18. WORKING CONDITION Office Work	<u> </u>	Fi	Other/s (Please Specify)		
Field Work	ä		Careno (Ficuse opeony)		
19. BRIEF DESCRIPTION	N OF THE GENERAL	FUNCTION (OF THE UNIT OR SECTION		
· · · ——————		EACHING EL	EMENTARY LEVEL		

		C THE DOOM! ALL I A		
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)				
	TEACHING ELE	MENTARY LEVEL		
	TEACHING ELL	MENTAL ELAFE		
21. QUALIFICATION ST				
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Bachelor of Elementary/				
Early Childhood				
Education/SPED or	4 year relevent avneriance	Name and sine of	PBET, RA 1080	
Bachelor's degree plus	1 year relevant experience	None required	PBE1, RA 1000	
18 professional units in				
education				
21e. Core Compete	ncies		Competency Level	
	(Indicate the required Core Competencies I	nere)	(Indicate the required Competency	
			Level here)	
		:		
21f. Leadership Cor	npetencies Indicate the required Leadership Competencie	os horo)	Competency Level (Indicate the required Competency	
(1	Truicate the required Leadership Competence	, s 11 010 7	Level here)	
22. STATEMENT OF DU	TIES AND RESPONSIBILITIES (Tec	chnical Competencies)	Competency Level	
Percentage of Working	(State the duties and res	sponsibilities here:)		
Time		former and a factor		
6 % 70 %	Prepare courses for presentation to students according Teach students using a systematic plan of lessons & dis			
3%	Lead students in activities to promote their physical, mental		(Indicate the required	
3% 3%	Assign and correct homework Prepare, administer and correct tests		Competency Level here)	
Ų į	Evaluate the progress of students and discuss results w	rith students, parents and school officials	,	
3%	Identify children's individual learning needs Prepare and implement remedial program for students of	requiring extra help		
3% Prepare and implement remedial program for students requiring extra help 3% Participate in staff meetings, educational conferences and teacher training workshops				
3%	May supervise teacher aides and students teachers			
23. ACKNOWLEDGMEN	T AND ACCEPTANCE:			
	py of this position description. It has		ave freely chosen to comply with	
the performance and behavior/conduct expectations contained herein.				
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Employee's Na	me, Date and Signature	Supervisor's Name,	Date and Signature	
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		POSITION TITLE (as approved by authorized agency) with parenthetical title		th	
DBM-C	DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		TEAG	CHER 3	
2. ITEM NUMBER			3. SALARY GRADE		
				G 13	
4. FOR LOCAL GOVER	NMENT POSITION, I	ENUMERATE	GOVERNMENTAL UNIT AND C	LASS	
☐ Province ☐ City ☐ Municipali	ty	☐ 2nd ☐ 3rd	Class Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORI LOCAL GOVERNME		NCY/	6. BUREAU OR OFFICE		
DEPARTME	ENT OF EDUCATION	I			
7. DEPARTMENT / BRA	NCH / DIVISION		8. WORKSTATION / PLACE O	OF WORK	
DIVISION O	F CEBU PROVINCE	:			
9. PRESENT APPROP	10. PREVIOUS APPR	OP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
		Php 290,688.00 / annum	Php 2,000.00/month (PERS/ACA)		
13. POSITION TITLE OF	IMMEDIATE SUPER	RVISOR	14. POSITION TITLE OF NEXT	T HIGHER SUPERVISOR	
15. POSITION TITLE, AN					\exists
POS	GITION TITLE	everi (1) iist or	lly by their item numbers and title	<u>es)</u> NUMBER	\dashv
					-
16. MACHINE, EQUIPME	NT, TOOLS, ETC., I	USED REGUL	ARLY IN PERFORMANCE OF V	WORK	
17. CONTACTS / CLIENT 17a. Internal	TS / STAKEHOLDER Occasional	RS Frequent	17b. External	Occasional Frequent	4
Executive / Managenal			General Public	Occasional Frequent	┥
Supervisors			Other Agencies		
Non-Supervisors Staff	님		Others (Please Specify):		4
18. WORKING CONDITION	<u> </u>	<u> </u>			┥
Office Work			Other/s (Please Specify)		ᅱ
Field Work					
19. BRIEF DESCRIPTION	OF THE GENERAL	FUNCTION (OF THE UNIT OR SECTION		\exists
	Т	EACHING EL	EMENTARY LEVEL		

20. BRIEF DESCRIPTIO	20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
TEACHING ELEMENTARY LEVEL				
21. QUALIFICATION ST	ANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Bachelor of Elementary/				
Early Childhood Education/SPED or				
Bachelor's degree plus	2 years relevant experience	None required	PBET, RA 1080	
18 professional units in education				
21e. Core Competer	ncies (Indicate the required Core Competencies	here)	Competency Level (Indicate the required Competency	
	,	······ ,	Level here)	
		:		
21f. Leadership Con	nnetencies		Competency I aval	
	ndicate the required Leadership Competenc	ies here)	Competency Level (Indicate the required Competency	
			Level here)	
	TIES AND RESPONSIBILITIES (Te		Competency Level	
Percentage of Working Time	(State the duties and re	sponsibilities here:)		
6%	Prepare courses fro presentation to students according Teach students using a systematic plan of lessons & d			
3%	Lead students in activities to promote their physical, menta		(Indicate the required	
3%	Assign and correct homework Prepare, administer and correct tests		Competency Level here)	
- /-	Evaluate the progress of students and discuss results or Identify children's individual learning needs	with students, parents and school officials		
=	Prepare and implement remedial program for students Participate in staff meetings, educational conferences a	· · · · · · · · · · · · · · · · · · ·		
3%	May supervise teacher aides and students teachers	and tourist during from to top		
23. ACKNOWLEDGMEN	T AND ACCEPTANCE:			
I have received a cor	by of this position description. It has	been discussed with me and I h	ave freely chosen to comply with	
	avior/conduct expectations containe			
Emplovee's Nar	ne, Date and Signature	Supervisor's Name,	Date and Signature	
	,	Separtison o maine,	organical	

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)				
TEACHING ELEMENTARY LEVEL				
21. QUALIFICATION ST	ANDARDS		·····	
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Bachelor of Elementary/ Early Childhood Education/SPED or Bachelor's degree plus 18 professional units in education	2 years relevant experience	None required	PBET, RA 1080	
21e. Core Competer			Competency Level	
	(Indicate the required Core Competencies	here)	(Indicate the required Competency Level here)	
21f. Leadership Cor			Competency Level	
(Indicate the required Leadership Competencies here) (Indicate the required Competer Level here)				
22. STATEMENT OF DU	TIES AND RESPONSIBILITIES (Te	chnical Competencies)	Competency Level	
Percentage of Working Time 6%	(State the duties and re Prepare courses fro presentation to students according Teach students using a systematic plan of lessons & d	sponsibilities here:) y to approved curriculum		
3% 3% 3% 3% 3% 3% 3%	Lead students in activities to promote their physical, mental Assign and correct homework Prepare, administer and correct tests Evaluate the progress of students and discuss results of Identify children's individual learning needs Prepare and implement remedial program for students Participate in staff meetings, educational conferences of May supervise teacher aides and students teachers	al & social development & their school readiness with students, parents and school officials requiring extra help	(Indicate the required Competency Level here)	
23. ACKNOWLEDGMEN				
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.				
Employee's Nar	ne, Date and Signature	Supervisor's Name,	Date and Signature	

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		POSITION TITLE (as approved parenthetical title	by authorized agency) with
		ADMINISTRA*	TIVE ASSISTANT II
2. ITEM NUMBER		3. SALARY GRADE	
			SG 8
4. FOR LOCAL GOVERNMENT POSIT	ION, ENUMERATE	GOVERNMENTAL UNIT AND CLAS	SS
☐ Province ☐ City ☐ Municipality			☐ 5th Class ☐ 6th Class ☐ Special
5. DEPARTMENT, CORPORATION OR LOCAL GOVERNMENT	AGENCY/	6. BUREAU OR OFFICE	
DEPARTMENT OF EDUCA	ATION		
7. DEPARTMENT / BRANCH / DIVISION	V	8. WORKSTATION / PLACE OF W	ORK
DIVISION OF CEBU PROV	/INCE		
9. PRESENT APPROP 10. PREVIOUS	APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		Php 195,384.00 / annum	Php 2,000.00/month (PERS/ACA)
13. POSITION TITLE OF IMMEDIATE S	UPERVISOR	14. POSITION TITLE OF NEXT HIS	GHER SUPERVISOR
15. POSITION TITLE, AND ITEM OF THE			Woo)
POSITION TITLE	iore man seven (/)	list only by their item numbers and tit	NUMBER
16. MACHINE, EQUIPMENT, TOOLS, E	TC., USED REGUL	ARLY IN PERFORMANCE OF WOR	RK
17. CONTACTS / CLIENTS / STAKEHO			
17a. Internal Occasiona	l Frequent	17b. External	Occasional Frequent
Executive / Managerial Supervisors Non-Supervisors		General Public Other Agencies Others (Please Specify):	<u></u>
18. WORKING CONDITION			
Office Work		Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF THE GEN	IERAL FUNCTION	OF THE UNIT OR SECTION	

20. BRIEF DESCRIPTION	ON OF THE GENERAL FUNCTION (OF THE POSITION (Job Summary)	
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21. QUALIFICATION ST			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years in	1 5		
college	1 year Relevant Experience	4 hours Relevant Training	First Level Eligibility
]		
]		
21e. Core Compete	ncies		Competency Level
	(Indicate the required Core Compete	encies here)	(Indicate the required Competency
			Level here)
246 l madambia On			
21f. Leadership Cor	(Indicate the required Leadership Comp	petencies here)	Competency Level (Indicate the required Competency
	,	,	Level here)
	TIES AND RESPONSIBILITIES (Te		Competency Level
Percentage of Working	(State the duties a	and responsibilities here:)	(Indicate the required Competency Level here)
<i>Time</i>	Provides administrative & clerical support such as mail	ling scanning faxing filing	-
\$0 %	data entries, receives & screens telephone calls & prep		
20%	Reports to assistant principal for operations & learner :	support and or principal/school head as	
	secretariat to take minutes of meetings, calendar activi	ities, check attendance of teachers	
20%	and sort handouts. May also be designated as property custodian, liason o	officer & neeform tack related to	
20 /0	canteen services of the school as deemed necessary,		
	check compliance on proper food handling and safety		
1070	Does other related duties/tasks as assigned by the sch	ool / head of office.	
23. ACKNOWLEDGMEN	T AND ACCEPTANCE:		
		has been discussed with me and I have	freely chosen to comply with the
performance and behavio	r/conduct expectations contained he	erein.	
			•
Employee's Na	me, Date and Signature	Supervisor's Name, Dat	e and Signature
	·		

Republic of the Philippines	1. POSITION TITLE (as approved by a	uthorized agency) with
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	ADMINISTRATIVE OFFICER	II (Disbursing Officer)
2. ITEM NUMBER	3. SALARY GRADE	
	SG 8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE	GOVERNMENTAL UNIT AND CLASS	
☐ Province ☐ 1st ☐ 2nd ☐ 2nd ☐ Municipality ☐ 3rd		☐ 5th Class ☐ 6th Class ☐ Special
5. DEPARTMENT, CORPORATION OR AGENCY/	6. BUREAU OR OFFICE	
LOCAL GOVERNMENT		
DEPARTMENT OF EDUCATION		
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK	
DIVISION OF CEBU PROVINCE		
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
	Php 195,384.00 / annum	Php 2,000.00/month (PERS/ACA)
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER	RSUPERVISOR
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY S		
POSITION TITLE	ist only by their item numbers and titles) ITEM NUMB	RER
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGUI	LARLY IN PERFORMANCE OF WORK	
17. CONTACTS / CLIENTS / STAKEHOLDERS	474 6.4	Occasional Process
17a. Internal Occasional Frequent Executive / Managerial	General Public	Occasional Frequent
Supervisors	Other Agencies	ă ä
Non-Supervisors	Others (Please Specify):	_
Staff		
18. WORKING CONDITION		
Office Work	Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION	OF THE UNIT OR SECTION	

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20. DIVIEL DESCRIPTIO	ILO INFORIATIONE I DISCUSSIOIS.		
		OF THE POSITION (Job Summary)	
21. QUALIFICATION ST	ANDARDS		
21a. Education	21b. Experience	21c. Training	21d. Eligibility
218. Education	ZID. Expellence	210. Itaning	2 rd. Engionity
			1
			1
Completion of 2 years in			Et al. Lander Broken
college	1 year relevant experience	4 hours relevant training	First Level Eligibility
J			
21e. Core Compete	ncies		Competency Level (Indicate the required Competency
	(Indicate the required Core Compet	encies nerej	Level here)
			j
21f. Leadership Co	mpetencies		Competency Level
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	pelencies here)	(Indicate the required Competency
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	petencies here)	
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	pelencies here)	(Indicate the required Competency
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	pelencies here)	(Indicate the required Competency
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	pelencies here)	(Indicate the required Competency
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	pelencies here)	(Indicate the required Competency
21f. Leadership Co	mpetencies (Indicate the required Leadership Com	pelencies here)	(Indicate the required Competency
	mpetencies (Indicate the required Leadership Com		(Indicate the required Competency
	(Indicate the required Leadership Com		(Indicate the required Competency Level here)
22. STATEMENT OF DU	(Indicate the required Leadership Com	echnical Competencies)	(Indicate the required Competency Level here)
22. STATEMENT OF DU Percentage of Working	(Indicate the required Leadership Com	echnical Competencies)	(Indicate the required Competency Level here)
22. STATEMENT OF DU Percentage of Working	(Indicate the required Leadership Com	echnical Competencies) and responsibilities here:)	(Indicate the required Competency Level here)
22. STATEMENT OF DU Percentage of Working Time 70%	(Indicate the required Leadership Com	echnical Competencies) and responsibilities here:) advances per school within the area of assignment	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time	(Indicate the required Leadership Com-	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level
22. STATEMENT OF DU Percentage of Working Time 70%	(Indicate the required Leadership Com	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time 70% 20%	(Indicate the required Leadership Comparing Co	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time 70% 20%	(Indicate the required Leadership Comparing Co	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time 70% 20% 10%	(Indicate the required Leadership Comparing Comparing Checks, validates, monitor liquidation report of cash a Assist school heads in preparing liquidation report of Accounting Office on the findings of the validation and office works	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time 70% 20% 10%	(Indicate the required Leadership Comparing Comparing Checks, validates, monitor liquidation report of cash a Assist school heads in preparing liquidation report of Accounting Office on the findings of the validation and office works	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time 70% 20%	(Indicate the required Leadership Comparing Comparing Checks, validates, monitor liquidation report of cash a Assist school heads in preparing liquidation report of Accounting Office on the findings of the validation and office works	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison	(Indicate the required Competency Level here) Competency Level (Indicate the required
22. STATEMENT OF DU Percentage of Working Time 70% 20% 10%	(Indicate the required Leadership Comparing Co	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)
22. STATEMENT OF DUPER Percentage of Working Time 70% 20% 10% 10% I have received a continuous services a continuous services services a continuous services service	(Indicate the required Leadership Comparing Co	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)
22. STATEMENT OF DUPER Percentage of Working Time 70% 20% 10% 10% I have received a continuous services a continuous services services a continuous services service	IT AND ACCEPTANCE:	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)
22. STATEMENT OF DUPER Percentage of Working Time 70% 20% 10% 10% I have received a continuous services a continuous services services a continuous services service	IT AND ACCEPTANCE:	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)
22. STATEMENT OF DUPER Percentage of Working Time 70% 20% 10% 10% I have received a continuous services a continuous services services a continuous services service	IT AND ACCEPTANCE:	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)
22. STATEMENT OF DUPER Percentage of Working Time 70% 20% 10% 10% I have received a continuous services a continuous services services a continuous services service	IT AND ACCEPTANCE:	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)
22. STATEMENT OF DUPER Percentage of Working Time 70% 20% 10% 23. ACKNOWLEDGMEN I have received a comperformance and behavior	IT AND ACCEPTANCE:	echnical Competencies) and responsibilities here:) advances per school within the area of assignment cash advances. Submit report to the Divison ad monitoring.	(Indicate the required Competency Level here) Competency Level (Indicate the required Competency Level here)

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	of the Philippines		POSITION TITLE (as approved by authorized agency) with parenthetical title					
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)			NUI	RSE 2				
2. ITEM NUMBER			3. SALARY GRADE	·				
				G 15				
4. FOR LOCAL GOVERN	MENT POSITION, E	NUMERATE	GOVERNMENTAL UNIT AND C	LASS				
☐ Province ☐ City ☐ Municipality	ý			☐ 5th Class ☐ 6th Class ☐ Special				
5. DEPARTMENT, CORP LOCAL GOVERNMEN		ICY/	6. BUREAU OR OFFICE					
DEPARTME	NT OF EDUCATION							
7. DEPARTMENT / BRAN	ICH / DIVISION		8. WORKSTATION / PLACE O	F WORK				
DIVISION OF	CEBU PROVINCE							
9. PRESENT APPROP	10. PREVIOUS APPRO	OP ACT	11. SALARY AUTHORIZED	12. OTHER CO	MPENSATION			
			Php 348,120.00 / annum	Php 2,000. (PERS				
13. POSITION TITLE OF	IMMEDIATE SUPER	VISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR					
15. POSITION TITLE, AN								
DOS.	(if more than set ITION TITLE	ven (7) list on	ly by their item numbers and title	es) Number				
F03	MON TITLE		11161111	VOIDEN				
16. MACHINE, EQUIPME	NT, TOOLS, ETC., U	SED REGUL	ARLY IN PERFORMANCE OF V	VORK				
17. CONTACTS / CLIENT			47h F-4	0	E-may			
17a. internal Executive / Managerial	Occasional	Frequent	17b. External General Public	Occasional	Frequent			
Supervisors	H	H	Other Agencies	H	H			
Non-Supervisors	$\overline{\Box}$		Others (Please Specify):	•	_			
Staff			• •					
18. WORKING CONDITIO	N							
Office Work Field Work			Other/s (Please Specify)					
19. BRIEF DESCRIPTION	OF THE GENERAL	FUNCTION	OF THE UNIT OR SECTION					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)							
21. QUALIFICATION ST	ANDARDS						
21a. Education	21b. Experience	21c. Training	21d. Eligibility				
			1				
Bachelor of Science in	None Required	None Required	RA 1080				
Nursing	110110 110 4	7101101104					
	İ						
21e. Core Competer	ncies (Indicate the required Core Competencie)	s here)	Competency Level (Indicate the required Competency				
	(maiodio the required date demperential	,	Level here)				
			;				
21f. Leadership Cor	mnatencies		Competency Level				
ZII. Leadership col	Indicate the required Leadership Competen	cies here)	(Indicate the required Competency				
			Level here)				
			1				
22. STATEMENT OF DU	ITIES AND RESPONSIBILITIES (T	echnical Competencies)	Competency Level				
Percentage of Working	(State the duties and r	esponsibilities here:)	(Indicate the required Competency Level here)				
Time 50%	Provides health, nutrition education, health	iful school living and services to the					
DU%	school within the division	ilai sollooliiviig alia solvioos to tilo					
30%	Assists in the implementation of the school						
20%	Reports to the Principal/Assistant Principal Teacher's support, as well as the SGOD						
	Teacher's support, as well as the GOOD	at the ope					
23. ACKNOWLEDGMEN	IT AND ACCEPTANCE:		<u> </u>				
23. MCNITOTTLEDGMEN	II AND ACCEPTANCE.	· · · · · · · · · · · · · · · · · · ·					
I have received a co	ny of this position description. It ha	s been discussed with me and H	have freely chosen to comply with				
	I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with performance and behavior/conduct expectations contained herein.						
'	·						
Employee's Na	me, Date and Signature	Supervisor's Name	, Date and Signature				
	=						

Republic of the Philippines POSITION DESCRIPTION FORM	POSITION TITLE (as approved by authorized agency) with parenthetical title			
DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	SENIOR BOOKEEPER			
2. ITEM NUMBER	3. SALARY GRADE			
	SG 9			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERA	ITE GOVERNMENTAL UNIT AND CLASS			
☐ City ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	1st Class			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE			
DEPARTMENT OF EDUCATION				
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK			
DIVISION OF CEBU PROVINCE				
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER COMPENSATION			
	Php 2,000.00/month (PERS/ACA)			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTL				
	st only by their item numbers and titles) ITEM NUMBER			
POSITION TITLE	IIEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED RE	GULARLY IN PERFORMANCE OF WORK			
17. CONTACTS / CLIENTS / STAKEHOLDERS	4 Ann Process Committee of Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process Annual Process A			
17a. Internal Occasional Freque	nt 17b. External Occasional Frequent General Public			
Executive / Managerial	Other Agencies			
Non-Supervisors	Others (Please Specify):			
Staff				
18. WORKING CONDITION				
Office Work	Other/s (Please Specify)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTI	ON OF THE UNIT OR SECTION			

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Republic of the Philippines POSITION DESCRIPTION FORM	POSITION TITLE (as approve parenthetical title	ed by authorized agency) with		
DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	ADMINISTRATIVE OFFICER II			
2. ITEM NUMBER	3. SALARY GRADE			
	SG			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE	GOVERNMENTAL UNIT AND CL	ASS		
☐ City ☐ 2nd ☐ 2nd ☐ Municipality ☐ 3rd	Class Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE			
DEPARTMENT OF EDUCATION				
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF	WORK		
DIVISION OF CEBU PROVINCE				
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
	Php 242,148.00 / annum	Php 2,000.00/month (PERS/ACA)		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT	HIGHER SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY	SUPERVISED			
	nly by their item numbers and titles			
POSITION TITLE	ITEM N	UMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGU	LAKLY IN PERFORMANCE OF W	ORK		
17. CONTACTS / CLIENTS / STAKEHOLDERS				
17. CONTACTS / CLIENTS / STAREHOLDERS 17a. Internal Occasional Frequent	17b. External	Occasional Frequent		
Executive / Managerial	General Public			
Supervisors	Other Agencies Others (Please Specify):	ш Ц		
Staff	Carors (Fiscass Opcony).			
18. WORKING CONDITION				
Office Work	Other/s (Please Specify)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION	OF THE UNIT OR SECTION			

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0. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)							
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21. QUALIFICATION ST	ANDARDS	· · · · · · · · · · · · · · · · · · ·					
21a. Education	21b. Experience	21c. Training	21d. Eligibility				
Bachelor's Degree	None Required	None Required	Second Level Eligibility				
21e. Core Compete	ncies (Indicate the required Core Competencies	s haral	Competency Level (Indicate the required Competency				
	(indicate the required core competences	s riero)	Level here)				
21f. Leadership Co			Competency Level				
(1	Indicate the required Leadership Competen	cies here)	(Indicate the required Competency Level here)				
			20707 11010)				
22 STATEMENT OF DU	ITIES AND RESPONSIBILITIES (T	echnical Competencies)	Competency Level				
Percentage of Working	(State the duties and n						
Time							
40%	Reports to the Principal / Assistant Principal						
55%	Support and / or Principal / School Head Responsible for the execution & continuous		(Indicate the required				
33%	process of the school including budget plan		Competency Level here)				
	subject to the approval of the School Head	/ Principal					
5%	Provides administrative & clerical support to	o his/her supervisor					
23. ACKNOWLEDGMEN	T AND ACCEPTANCE.	 					
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	I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with						
e performance and behavior/conduct expectations contained herein.							
Employee's Na	me, Date and Signature	Supervisor's Name,	Date and Signature				

1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) **REGISTRAR** 3. SALARY GRADE 2. ITEM NUMBER SG 11 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ 1st Class ☐ 5th Class □ Province ☐ City 2nd Class ☐ 6th Class Municipality ☐ 3rd Class ☐ Special ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT DEPARTMENT OF EDUCATION 8. WORKSTATION / PLACE OF WORK 7. DEPARTMENT / BRANCH / DIVISION DIVISION OF CEBU PROVINCE 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION Php 2,000.00/month Php 242,148.00 / annum (PERS/ACA) 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) **POSITION TITLE ITEM NUMBER** 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / General Public Other Agencies \Box Supervisors Non-Supervisors Others (Please Specify): Staff 18. WORKING CONDITION Office Work Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
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21. QUALIFICATION S	TANDARDS				
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
1					
Bachelor's Degree	None Required	None Required	Second Level		
21e. Core Compet	encies		Competency Level		
2 re. Core Compet	(Indicate the required Core Competence	ies here)	(Indicate the required Competency		
			Level here)		
<u> </u>					
21f. Leadership C	omodonoios		Competency Level		
ZII. Leadersinp C	(Indicate the required Leadership Compete	encies here)	(Indicate the required Competency		
			Level here)		
OO STATEMENT OF T	UTIES AND DESPONDING TIES	Tophnical Competencies	Commission		
Percentage of Working	UTIES AND RESPONSIBILITIES ((State the duties and	responsibilities here:)	Competency Level (Indicate the required Competency		
Time	(2.0.0		Level here)		
20%	Receives, updates and maintains the records, report and learners	s and documents of the school, its staff			
20%	Manages and updates the Learner Information Syste	m (LIS)			
20% 20%	Ensures an efficient process of registration and enrol Facilitates the process of releasing records of the sci				
	institutions	·	 		
10%	Reports to the Assistant Principal for Operations and Head	Learner Support and/or Principal / School Head.			
10%	Does other related tasks as designated by Principal/S	School Head/ Head of the Office			
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23. ACKNOWLEDGME	NT AND ACCEPTANCE:				
I have received a	copy of this position description. It h	nas been discussed with me and I h	ave freely chosen to comply with		
	havior/conduct expectations contain				
Employee's Na	ame, Date and Signature	Supervisor's Name, I	Date and Signature		
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2 7.		SPECIAL LA	A 1080 (BOARD/BAR) UNDER AWS/CES/CSEE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINA	ATION / CONFE	RMENT	LICENSE (if ap	Date of
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	lude priva		ent. Start from your recent				Won End	SALARY/ JOB/ PAY		
	(mr	nm/dd/yyyy)	POSITION TI (Write in full/Do not a			GENCY / OFFICE / COMPANY ull/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	CTATUS OF	GOVT SERVICE (Y/N)
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27.	SPECIAL I	RA 1080 (BOARD/BAR) UNDER LAWS/ CES/ CSEE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINATION / CONFERMENT		LICENSE (if ap	applicable) Date of	
_	BARANGAY ELIGIE	IBILITY / DRIVER'S LICENSE	In dehan	CONFERMENT			<u> </u>	NUMBER	Validity
									
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	WORK EXPERIENC		(Co	ontinue on separate sheet	t if necessary)				24.50.30
	lude private employm	CE nent: Start from your recent			e indicated in the attached	i Work Expe			
28.	INCLUSIVE DATES (mm/dd/yyyy)	POSITION T (Write in full/Do not			SENCY / OFFICE / COMPANY M/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
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V. VO	DLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMEN	MT / PEOPLE / V	OLUNTARY	ORGANIZATIC	WS:	
29.	NAME & ADDRESS OF ORGANIZATION	INCLUSIV	IVE DATES			And the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s
Lv.	(Write in full)		/dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK
				-		White the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second
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viile V	(C EARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING I	(Continue on separate s		A)		
Can be	EARDUNG AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING T on the used record (ADV nining program and include only the relevant LADV nining laten for	A. J. Gr. Dec. and By the lital the (A) year	a les Division Cali		del positions)	Constitution Constitution and the second second second second second second second second second second second
		INCLUSIVE	E DATES OF		Type of LD	
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		NDANCE (ddyyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (White in full)
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VIII. OT	THER INFORMATION		925.XX			
31.		ION-ACADEMIC DISTING		NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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	(Co	Continue on separate sh	neet if necessary)			

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34.	Are you related by consanguinity or affinity to the appointing	or recommending authority, or to t	he		
	chief of bureau or office or to the person who has immediate	supervision over you in the Office,			
	Bureau or Department where you will be apppointed, a. within the third degree?		Г	YES NO	
	b. within the fourth degree (for Local Government Unit - Care	er Employees)?		YES NO	
	b. William and result degrees (for Essai Government of in Court	or Employoddy:		If YES, give details:	
5.	a. Have you ever been found guilty of any administrative offe	nse?		YES NO	
				If YES, give details:	
	to Llava vary bean asiminally abarrand before any payed?			YES NO	
	b. Have you been criminally charged before any court?			If YES, give details:	
				Date Filed:	
				Status of Case/s:	
j.	Have you ever been convicted of any crime or violation of an	y law, decree, ordinance or regulat	tion by		
	any court or tribunal?			If YES, give details:	
				YESNO	
	Have you ever been separated from the service in any of the				
	dropped from the rolls, dismissal, termination, end of term, fi	nished contract or phased out (abo	dition)	If YES, give details:	
	in the public or private sector?	fion hold within the last year (avec		YES NO	
3,	a. Have you ever been a candidate in a national or local electronal action and action and action action action.	uon nera wilhim the rast year (exce	hr F	YESIfYES, give d⊡aiNs⊙	
	• ,	# (M) # 1 1 E #	–	TES, give dealiss	
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of		last	YESIf YES, give d⊟aiNe⊃	
	Have you acquired the status of an immigrant or permanent			resir red, give cames	
9.	nave you acquired the status of an ininigrant or permanent	esident or another country?		IFVEC aive details (as	unto A.
				If YES, give details (co	uniry):
).	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	na Carta for Disabled Persons (RA	7277		
	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please		··	YES NO	
	Are you a member of any indigenous group?			YES 🗆 NO	
			<u></u>	If YES, please specify:	
	Are you a person with disability?			YES	Mor
	Are you a solo parent?			iii rEo, piease spacity ID i	NO.
	, ,			If YES, please specify ID i	No:
1	REFERENCES (Person not related by consanguinity or affinity to applicant	/annointee)			
		ADDRESS		TEL. NO.	
_	NAME	ADDRESS		TEL. NO.	ID picture taken within the last 6 months
					4.5 cm. X 3.5 cm (passport size)
					Computer generated or photocopied picture
_	Lidesters under eath that I have neverably accomplished	this Personal Data Shoot which	in a t	rue perreat and	is not acceptable
۷.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine				
	Philippines. I authorize the agency head/authorized represen	ntative to verify/validate the conter	nts state	d herein. I	
	agree that any misrepresentation made in this docule administrative/criminal case/s against me.	ment and its attachments sha	li caus	e the filing of	PHSTO
	Commission of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the con				
G	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		•		
	EASE INDICATE ID Number and Date of Issuance				
Go	overnment Issued ID:				
ID.	/License/Passport No.:	Signature (Sign in:	side the b	ox)	
Da	nte/Place of Issuance:				Direkt Thi pulsus and
		Date Accom	histed		Right Thumbmark
	SUBSCRIBED AND SWORN to before me this	, affia	ant exhibi	iting his/her validly issued gove	emment ID as indicated above.
	Γ				
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	1				
		Danier Administra	ine 0-1		
		Person Administer	ing Uat	n I	

3 <i>4</i>	Are you related by consanguinity or affinity to the appointing	or recommending authority of to the	Δ.	1	
 ,		-	IU		•
	chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	supervision over you in the Office,		<u> </u>	
				YES NO	
	a. within the third degree?			<u> </u>	
	b. within the fourth degree (for Local Government Unit - Car	eer Employees)?	L	YES NO	
				If YES, give details:	
	a. Have you ever been found guilty of any administrative off	2000		YES NO	
35.	a. Have you ever been lound guitty or any administrative on	en ise :	_		
				If YES, give details:	
				YES NO	
	b. Have you been criminally charged before any court?				
				If YES, give details:	
				Date Filed:	
			_	Status of Case/s:	
36.	Have you ever been convicted of any crime or violation of ar	ny law, decree, ordinance or regulati	ion by	YFS NO	
30.	any court or tribunal?	i, iair, cooloo, crainance or regular	OI, Dy		
	any source manner,			If YES, give details:	
				YESNO	
37	Have you ever been separated from the service in any of the	e following modes: resignation_retire			
-••	dropped from the rolls, dismissal, termination, end of term, t			If YES, give details:	
	in the public or private sector?			YES NO	
		afine hold within the test /	<u>. </u>		
38.	a. Have you ever been a candidate in a national or local elec	ction neid within the last year (excep)t 	_	
	Barangay election)?			YES fYES, give dΩai N O	
	b. Have you resigned from the government service during th	e three (3)-month period hefore the	last		• — • • • • • • • • • • • • • • • • • •
	election to promote/actively campaign for a national or local	•	iasi	YESIf YES, give d⊒aitts⊃	
				TESH TES, GIVE (LIAMB)	
39.	Have you acquired the status of an immigrant or permanent	resident of another country?			
				l If YES, give details (count	rv):
				, , , , , , , , , , , , , , , , , , ,	
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag		/2/	YES NO	
	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please	answer the following items:	_	_	
:.	Are you a member of any indigenous group?			YES 🗌 NO	
				If YES, please specify:	
1,	Are you a person with disability?			YES 🗆 ₩O	
				If YES, please specify ID No:	
:.	Are you a solo parent?				
	, ,			If YES, please specify ID No:	
				<u> </u>	
41.	REFERENCES (Person not related by consanguinity or affinity to applican	it /appointee)			
	NAME	ADDRESS		TEL. NO.	
	1000	72511200			ID picture taken within the last 6 months
					4.5 cm. X 3.5 cm
					(passport size)
					Committee consented
					Computer generated or photocopied picture
					is not acceptable
42.	I declare under oath that I have personally accomplished				
	complete statement pursuant to the provisions of pertin			-	
	Philippines. I authorize the agency head/authorized represe	-		E	
	agree that any misrepresentation made in this docu	iment and its attachments shall	caus	e the filing of	PHOTO
	administrative/criminal case/s against me.			l <u>—</u>	
_					
G	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)				
Ρl	EASE INDICATE ID Number and Date of Issuance				
Go	overnment Issued ID:			11	
H					
L _D	/License/Passport No.:	Signature (Sign ins	ide the b	ox)	1
Da	ite/Place of Issuance:				B:44.71
Ĺ		Date Accomp	iished		Right Thumbmark
	SUBSCRIBED AND SWORN to before me this		nt exhibi	iting his/her validly issued governr	ment ID as indicated above.
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	├	Dannen Administration	ne 0-1	<u></u>	
	1	Person Administeri	ny ∪at	" [