



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

November 07, 2025

DIVISION MEMORANDUM
NO. 095, s. 2025

**VACANCY ANNOUNCEMENT: ONE (1) ADMINISTRATIVE OFFICER IV AND
ONE (1) ADMINISTRATIVE OFFICER II POSITION FOR PROCUREMENT UNIT**

TO: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Others concerned

1. This is to announce the recruitment, selection and hiring of one (1) Administrative Officer IV and one (1) Administrative Officer II position, Procurement Unit, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	November 17, 2025	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	November 18, 2025	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
A. Administrative Officer IV (Administrative Officer II) / SG 15	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	One (1) year relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	4 hours of relevant training
A. Administrative Officer II (Administrative Officer I) / SG 11	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	None required

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.



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6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (Non-Teaching). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- a) Letter of intent addressed to the Schools Division Superintendent
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c) Photocopy of valid and updated PRC License/ID, if applicable
- d) Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f) Photocopy of Certificate/s of Training, if applicable
- g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- h) Photocopy of latest appointment, if applicable
- i) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- j) 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
- k) Other documents as may be required for comparative assessment, such as but not limited to:

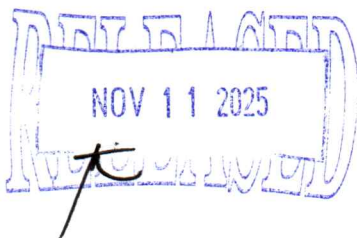
k.a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

k.b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled

7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.

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ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Officer IV	Salary Grade	15
Parenthetical 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			
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.			
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		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Procurement Planning	- 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.

	• Maintain and update a market price database to support transparency, competitiveness, and value-for-money procurement decisions.
Procurement Process Management	• 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.

Procurement Contracts Management	• 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.
Procurement Monitoring and Evaluation	• 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	• Perform other relevant functions as may be assigned by the supervisor.
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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical 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			
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.			
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		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Procurement Planning	• 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	• 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.
Procurement Process Management	• 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
	• 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.
Procurement Contracts Management	• 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 CO 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
	• Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.
Procurement Monitoring and Evaluation	• 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.
Administrative and Records Management	• 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
	• 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	• Perform other relevant functions as may be assigned by the supervisor.