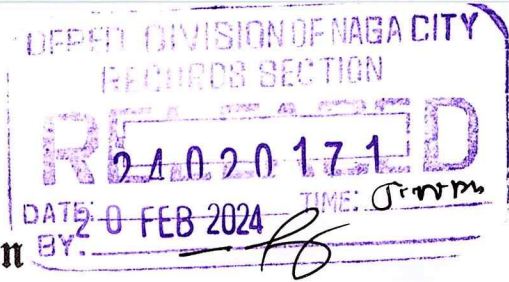




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Kagawaran ng Edukasyon  
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



February 15, 2024

DIVISION MEMORANDUM  
NO. 00 s. 2024

ANNOUNCEMENT OF VACANCY FOR NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions/OIC  
CID, SGOD, OSDS Unit Heads/Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The DepEd Schools Division Office of Naga City announces the acceptance of applications for Administrative Officer II, Administrative Assistant II, Administrative Aide VI and Attorney III until **February 26, 2024**.
2. The CSC Prescribed Qualification Standards for the said positions and their item numbers are shown below. Duties and Responsibilities are found in Enclosure 1 to this memorandum.

Position/Item Number/SG/Salary/Station	Education	Training	Experience	Eligibility
<b>Administrative Assistant II</b> SG 8 Basic Salary: P 19,744  1) OSEC-DECSB-ADAS2-390233-2017 (DO)  2) OSEC-DECSB-ADAS2-390028-2004 (Cararayan NHS)  3) OSEC-DECSB-ADAS2-390056-2018 (Carolina NHS)	Completion of two-years studies in college or High School Graduate with relevant vocational/ trade course	4 hours relevant training	1 year relevant experience	CS Sub-professional/ 1 <sup>st</sup> level eligibility



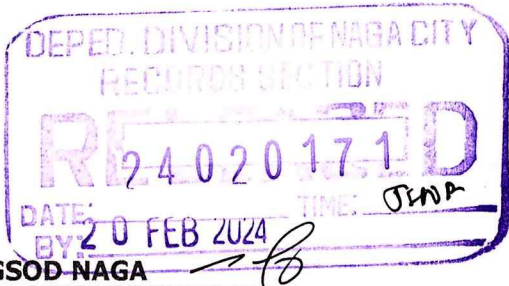
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4) OSEC-DECSB-ADAS2-390059-2018 (NCSAT)				
5) OSEC-DECSB-ADAS2-390240-2016 (SHS-NCSHS)				
<b>Disbursing Officer II</b> OSEC-DECSB-DO2-390020-2007 (NCSAT) SG 8 Basic Salary: P19,744	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	CS Sub-professional/ 1st level eligibility
<b>Administrative Aide VI,</b> OSEC-DECSB-ADA6-390041-2014 (Division Office) SG 6 Basic Salary: P 17,553	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours relevant training	1 year relevant experience	Career Service Subprofessional (1st Level Eligibility)
<b>Administrative Officer II</b> OSEC-DECSB-ADOF2-390010-2021 (Cluster: Panicuason ES & Morada Ramos ES) Basic Salary: P 27,000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2nd level eligibility)
<b>Attorney III</b> OSEC-DECSB-ATY3-390007-2014 SG 21 P 63,997	Bachelor of Law	4 hours relevant training	1 year relevant experience	Ra 1080 (Bar)

3. Applicants must register in the link below and a printed copy of their registration must be included in their application documents.



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<http://tinyurl.com/SDONagaNonTeaching2024>

4. Below is the timeline of activities:

Activities	Attorney III	Administrative Officer II	Administrative Aide VI	Administrative Assistant II & Disbursing Officer II
<b>Deadline of Submission of Application</b>	February 26, 2024. Division Records Section	February 26, 2024. Division Records Section	February 26, 2024. Division Records Section	February 26, 2024. Division Records Section
<b>Document Evaluation</b>	March 7, 2024 8:30 m. – 12:00 a.m. Division Conference Hall	March 12, 2024 8:30 a.m. Division Conference Hall	March 14, 2024 8:30 a.m. Division Conference Hall	March 15, 2028 8:30 a.m. Division Conference Hall
<b>Interview and/or Written Test</b>	March 7, 2024 1:00 p.m. – 5:00 p.m. Division Conference Hall	March 19, 2024 8:30 a.m. Division Conference Hall	March 19, 2024 8:30 a.m. Division Conference Hall	March 19, 2024 8:30 a.m. Division Conference Hall

5. All interested qualified applicants must have their documents received at the Records Section in color-coded folders:

Attorney III	Orange
Administrative Officer II	Green
Administrative Assistant-II & Disbursing Officer II	Yellow
Administrative Aide VI	Pink

6. Documents are expected to be fastened on the left side with Table of Contents fastened on the inside page of the cover. To facilitate the evaluation process labels (index tabs) using A to K are requested to be attached along the right side of the documents.

<b>I. BASIC REQUIREMENTS</b>
A. Original signed Application Letter ( <i>stating the position applied for</i> ) addressed to the Schools Division Superintendent



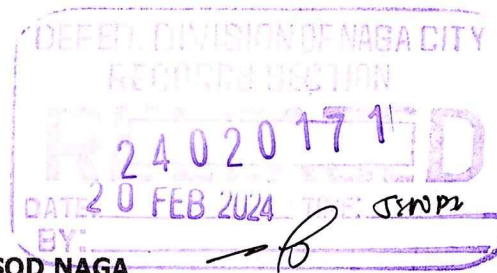
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B. Original CSC Form 212 Revised 2017 (Personal Data Sheet) <i>completely filled-out with the latest passport size ID picture and with Work Experience Sheet, if applicable</i>
C. Photocopy of valid PRC License/ID, if applicable Photocopy of CSC/Board Certificate of Eligibility/Report of Rating
D. Transcript of Records (TOR) and Certification of General Weighted Average (GWA) for baccalaureate degree; TOR and GWA for post graduate degree, if applicable Certificate of Completion of Academic Requirement, if applicable
E. Photocopy of Certificate/s of training <b>attended within the last 5 years</b> , if applicable
F. Photocopy of Updated Service Record or Certificate of Employment, if applicable
G. Photocopy of last approved Appointment, if applicable
H. Photocopy of the latest Performance Rating covering one (1) year in the current job that is relevant to the position to be filled, if applicable and Photocopy of the Performance Rating in the previous job that is relevant to the position to be filled if the current performance rating is for the job that is not relevant to the position to be filled.
I. Checklist of Requirement and Omnibus Sworn Statement
J. Printed copy of Registration (as stated in item number 3 of this memorandum)
II. <b>OTHER DOCUMENTS</b>
K. Outstanding Accomplishment if any <ul style="list-style-type: none"><li>• Awards and Recognitions</li><li>• Research and Innovation</li><li>• Membership in <b>National</b> Technical Working Groups (TWGs) or Committees</li><li>• Resource Speakership/Learning Facilitation</li><li>• NEAP Accredited Learning Facilitator</li></ul>
L. Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"><li>• Action Plan approved by the Head of Office</li><li>• Accomplishment Report verified by the Head of Office</li><li>• Certification of the utilization/adoption signed by the Head of Office</li></ul>
M. Application of Learning and Development, if any <ul style="list-style-type: none"><li>• Certificate of Training that is aligned with the Individual Development Plan (external applicants must submit a certification from the HR of their current or previous employer stating that the L&amp;D intervention is aligned with the tasks of the applicant)</li><li>• Action Plan/Re-entry Action Plan</li><li>• Accomplishment Report with a certification that the L&amp;D was used/adopted by the office</li></ul>
N. For Honor Graduates covered by Presidential Decree (PD) 907



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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



- Certification from the school of Honors Earned

7. Appraisal of credentials for Attorney III, Administrative Officer II, Administrative Assistant II and Administrative Aide VI will be based on computation of points per DepEd Order No. 7, s. 2023 using the following criteria:

Criteria	SG 1-9	SG 10-22
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of L & D	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</b>

8. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved-Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

9. The Composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are:

Chairman	ASDS Fernando C. Macaraig
Member	OIC CES-SGOD Michael A. Del Rosario
Member	AO V Mary Ann B. Rosauro
Member	HRMO Ms. Sheila Margarita M. Durante
Member	NEU President Ms. Hazel Rose L. Sumpay or her representative
Member	Head of Unit/School Head

10. Following the Equal Employment Opportunity Principle, this Office considers the application of all interested qualified applicants without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristics protected by law.

11. Important reminders:
- a) No additional documents will be accepted after the deadline of application.
  - b) Disqualified applicants will be notified through text or email and an Advisory will be issued on the qualified applicants.
  - c) During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.



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**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

d) Applicants may retrieve their documents 1 month after the release of the approved Comparative Assessment Result (CAR).

12. The HRMPSB will not be responsible for the safekeeping of the documents submitted. They will be disposed properly three (3) months after the release of the approved CAR.

13. Expenses of the HRMPSB relative to the evaluation of documents, interview and preparation of rank list shall be charged against local funds subjects to the usual accounting and auditing rules and regulations.

14. Immediate dissemination of this memorandum is enjoined.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



Enclosures:

- 1 -Duties and Responsibilities of the Positions to be filled
- 2 -Checklist of Requirements & Omnibus Certification

DM 31, s. 2019 LH Rev. 01



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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Office of the Position Applied For: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Religion: \_\_\_\_\_ Solo Parent: Yes ( ) No ( )  
Person with Disability: Yes ( ) No ( )

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
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:			
	Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	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.			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year.

Name and Signature of Applicant

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the “ Electronic Commerce Act of 2000”, (e)electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and (a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintain its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



# POSITION DESCRIPTION FORM

## DISBURSING OFFICER II

DBM-CSC Form No. 1  
(Revised Version No. 1, s. 2017)

**Position Title:** Administrative Assistant II (Disbursing Officer)  
**Salary Grade:** SG-8  
**Department:** Department of Education (DepEd)  
**Position Title of Immediate Supervisor:** Head Teacher  
**Position Title of Next Higher Supervisor:** Principal

### QUALIFICATION STANDARDS

**Education:** Completion of two (2) year studies in College  
**Experience:** 1 year of relevant experience  
**Training:** 4 hours of relevant training  
**Eligibility:** Career Service Sub-Professional (First Level CS Eligibility)

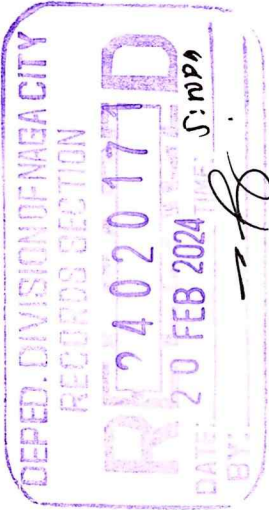
### DEPED DISBURSING OFFICER II DUTIES AND RESPONSIBILITIES

1. Assists in collection of funds and deposits;
2. Prepares remittance and deposit slips;
3. Prepares report of collections and deposits;
4. Prepares report of disbursements;
5. Controls payroll and prepares vouchers for salaries and wages;
6. Processes checks and advice of checks issued and cancelled;
7. Prepares report of checks issued and cancelled
8. Assists in collection of funds and deposits;
9. Prepares remittance and deposit slips;

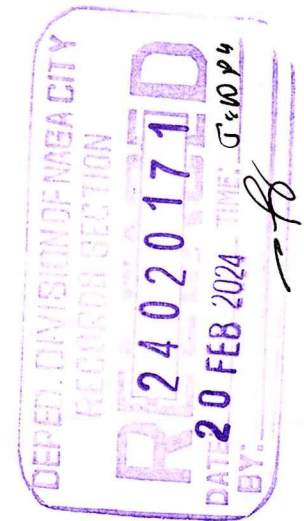





 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: ____
<b>Position Title</b>	Attorney III	<b>Salary Grade</b>	21
<b>Parentetical Title</b>		<b>Governance Level</b>	SDO
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Legal Unit
<b>Reports to</b>	Schools Division Superintendent	<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
To provide effective, efficient, judicious and expeditious legal service to the Division Office through: <ul style="list-style-type: none"><li>• impartial, evidenced-based, and speedy disposition of administrative cases;</li><li>• effective and efficient delivery of in-house legal services ;</li><li>• safeguarding the Department’s rights and interests on School Sites; and</li><li>• constant monitoring and timely submission of reportorial requirements to appropriate authorities.</li></ul>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor of Law		
Experience	One (1) year relevant experience		
Eligibility	RA 1080 (Bar)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
	Excellent written and verbal communication skills		
	At least 1 year of supervisory and managerial experience		
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
	MCLE Compliant		

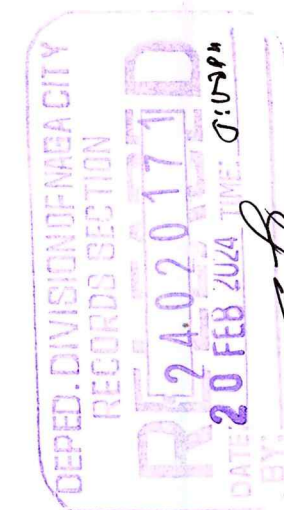


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Impartial, evidence-basaed, and speedy investigation</b>	<ol style="list-style-type: none"> <li>1. Evaluation of complaint</li> <li>2. Conduct the preliminary/fact-finding investigation</li> <li>3. Prepare resolution, formal charge, decision, comment for cases on appeal</li> </ol>
<b>Provide effective and efficient in-house general legal services</b>	<ol style="list-style-type: none"> <li>1. Provide legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department to the SDS or to any personnel of the SDO</li> <li>2. Assist the Formal Investigating Committee during the Formal Investigation (act as amicus curiae)</li> <li>3. Prepare , study, and review contracts/ agreements/ MOA</li> <li>4. Evaluate requests for clearances, certifications</li> <li>5. Lead and manage the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP)</li> <li>6. Assist the SolGen in suits against personnel of the SDO and in suits involving school sites or represent the same in court cases when deputized by the OSG</li> </ol>
<b>Safeguarding the Department's rights and interests on school sites</b>	<ol style="list-style-type: none"> <li>1. Coordinate CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of our schools sites</li> <li>2. Prepare and/or review documents pertaining to school site (ex. Deed of Donation, Usufruct, Sale; Title, Tax Declaration</li> <li>3. Coordinate with appropriate authorities for issues/concerns relating to school sites</li> <li>4. Conduct ocular inspection on school sites to validate issues and concerns.</li> </ol>
<b>Timely submission of report on matters which are required by law</b>	<ol style="list-style-type: none"> <li>1. Submit reportorial requirements to appropriate Offices on-time (Summary Report on Child Protection/Anti-Bullying Policy)</li> </ol>

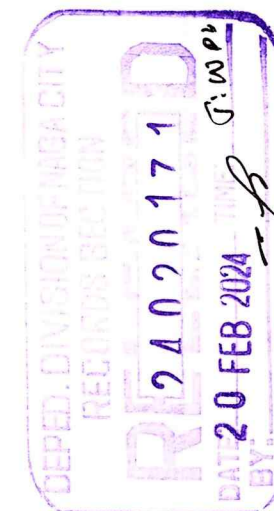




 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: _____
<b>Position Title</b>	Administrative Officer II		<b>Salary Grade</b>	11
<b>Parentetical Title</b>	Administrative Officer I		<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School		<b>Division</b>	
<b>Reports to</b>	School head		<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School		<b>Page/s</b>	
<b>JOB SUMMARY</b>				
<p>This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.</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	None required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None required			

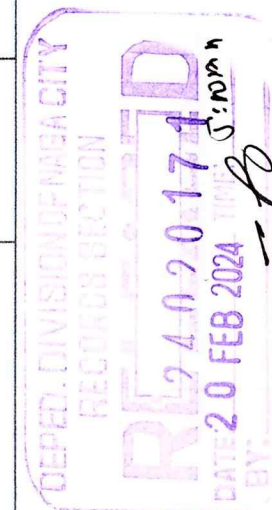


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>  Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> <li>recruitment and selection of applicants in the school assigned</li> <li>promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment</li> <li>Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b>Personnel Records</b></p> <ol style="list-style-type: none"> <li>Update regularly 201 files and maintain database of personal information of school personnel</li> <li>Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated</li> <li>Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</li> </ol> <p><b>Compensation and Benefits</b></p> <ol style="list-style-type: none"> <li>Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</li> <li>Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ol> <p><b>Other HR-related functions</b></p> <ol style="list-style-type: none"> <li>Update school personnel of the latest HR-related policies</li> <li>Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ol>




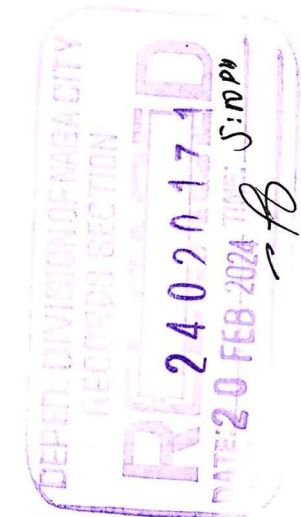


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>d. Prepare and submit HR-related reports to school head/HRMO</li> <li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li> <li>f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</li> </ul>
<b>Property Custodianship</b>	<ul style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</li> <li>b. Assist the school planning team in the preparation of SIP/AIP.</li> <li>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</li> <li>d. Perform other functions as may be assigned by the School Head.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> </li> <li>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</li> <li>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</li> <li>d) Provide assistance to other financial-related task of the School Head.</li> <li>e) Perform other functions as may be assigned by the School Head.</li> </ul>



**Note:** Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3** Conversion of Positions Performing Staff/Non-Technical Functions (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties and responsibilities** of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).**

	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
Department of Education			
<b>Position Title</b>	Administrative Aide VI	<b>Salary Grade:</b>	6
<b>Parentetical Title</b>	Data Entry Machine Operator	<b>Governance Level</b>	Schools Division
<b>Unit/Division</b>	OSDS- Administrative Unit	<b>Office/Bureau/Service</b>	
<b>Reports to</b>	Administrative Officer V	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
To provide clerical and secretariat support to AOV and administrative services function.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
<b>B. Preferred Qualifications</b>			
Education	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		
Experience			
Eligibility			
Trainings			





KRA	DUTIES AND RESPONSIBILITIES
<b>Schedules Administrative Service Activities</b>	<ul style="list-style-type: none"> <li>Schedules/calendars meetings/appointments/training/workshops</li> </ul>
<b>Records and Files</b>	<ul style="list-style-type: none"> <li>Documents/communications received, routed , tracked</li> <li>Filing system created, and maintained</li> <li>Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>Comprehensive and complete minutes of meetings/agenda attended</li> <li>Daily attendance of Administrative Service Staff (to establish staff location)</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>Encoded documents</li> <li>Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> <li>Supporting documents, petty cash, documents/forms</li> </ul>
<b>Seceretaryiat and Frontline</b>	<ul style="list-style-type: none"> <li>Travel bookings made</li> <li>Appointment, venue, meals arranged</li> <li>Received/routed calls</li> <li>Visitors responded to</li> <li>Follow through on inquiries</li> </ul>

