



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Annex D

Position: ADMINISTRATIVE OFFICER IV

Salary Grade and Monthly Salary: SG 15 40,208.00

Qualification Standards:

Education BACHELOR'S DEGREE RELEVANT TO THE JOB
Training 4 hours of relevant training
Experience 1 year relevant experience
Eligibility CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

| No. | Application Code | Education | Training | | Experience | | Eligibility | Remarks (Qualified or Disqualified) |
|----------------------------------|------------------|---|---|-------------------|---|------------------|-----------------------------|-------------------------------------|
| | | | Title | Hours | Details | Years | | |
| 1 | AO4-2025-001 | BACHELOR IN ACCOUNTANCY; MASTER IN PUBLIC ADMINISTRATION; DOCTOR IN PUBLIC ADMINISTRATION-COMPLETED ACADEMIC REQUIREMENTS | ONLINE TRAINING ON THE REPUBLIC ACT (R.A) NO. 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS; 09/06-09/2022; 32; ONLINE RA9184 ORIENTATION ON BID EVALUATION FOR DOH LEGAL TECHNICAL WORKING GROUP (TWG) Members; 12/12/22; 8 | More than 4 hours | DEPARTMENT OF HEALTH; FINANCIAL ANALYST (TWG); 05/02/2022 - 06/30/2023; DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT; ADMINISTRATIVE OFFICER IV; JULY 05, 2005-JANUARY 31, 2021 | More than 1 year | CAREER SERVICE PROFESSIONAL | QUALIFIED |
| 2 | AO4-2025-002 | BACHELOR OF SCIENCE IN ACCOUNTANCY, MASTERS IN BUSINESS ADMINISTRATION | LEARNING SESSION ON THE NEW GOVERNMENT PROCUREMENT ACT, LAKBAY NG REHIYON: SAMA-SAMA TUNGO SA MAAYOS, MABILIS, AT MALINIS NA PAMAMAHALA NG PROCUREMENT; 8/13/2025, 9 HOURS; EMPOWERING SCHOOL LEADERS IN SDO MUNTINLUPA THROUGH EFFECTIVE LIQUIDATION PRACTICES, 05/02/2025-07/02/2025; 24; BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2025 PROJECT PROFILES, PROJECT PROCUREMENT PLAN (PPMP), ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES & EQUIPMENT (APP-CSE), 03/12/202 -04/12/2024,16; NATIONAL CONFERENCE OF DEPED SUPPLY OFFICERS, 25/09/2024-28/09/2024,32; 45TH GACPA ANNUAL CONVENTION AND SEMINAR, 21/05/2024-24/05/2024, 32; CY 2023 CLUSTERED TRAINING ON THE UPDATES OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (RIRR) OF THE REPUBLIC ACT NO. 9184 FOR PROCUREMENT PERSONNEL OF THE DEPARTMENT OF EDUCATION REGIONS AD SCHOOLS DIVISION (CLUSTER II), 07/10/2023-10/10/2023, 32; CERTIFICATE COURSE ON PUBLIC FINANCE AND BUDGETING BATCH 2, 19/09/2023- 11/10/2023, 88; ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM 18/0/2022- 19/0/2022, 16; CONVERGENCE FOR THE CRAFTING OF PROGRAMS/PROJECTS/ACTIVITIES (PPAS) FOR 2022-2028 DIVISION EDUCATION DEVELOPMENT PLAN (DEDPI), 21/04/2022- 22/04/202;16; PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM, 09/08/2021-09/08/2021, 8; VIRTUAL CLIENT CONNECTION: A PS-DBM CLIENT ENGAGEMENT ON THE USE OF VIRTUAL STORE; 06/07/2021, 8 | More than 4 hours | DEPED MUNTINLUPA; ADMINISTRATIVE OFFICER IV(SUPPLY OFFICER II); 04/12/2020-PRESENT; CITY GOVERNMENT OF MUNTINLUPA INTERNAL AUDITOR II; 27/01/2020-03/12/2020; CITY GOVERNMENT OF MUNTINLUPA, INTERNAL AUDITOR I; 02/11/2017-26/01/2020; LINK MARKET SERVICES (EMEA) LIMITED/ PHILIPPINE REGIONAL HEADQUARTERS, SHAREHOLDER ANALYST (TEAM LEAD); 11/01/2016-12/05/2017 | More than 1 year | CAREER SERVICE PROFESSIONAL | QUALIFIED |
| *****NOTHING FOLLOWS***** | | | | | | | | |

Prepared and certified correct by:

ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

October 03, 2025