Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City

DepED
DEPARTMENT OF EDUCATION

October 10, 2018

DIVISION MEMORANDUM
No. _____ 705 _____ s, 2018

RE-OPENING APPLICATIONS FOR SENIOR BOOKKEEPER (ADAS III); DISBURSING OFFICER (ADAS II) AND GUIDANCE COUNSELOR-SHS OF DEPED CEBU PROVINCE FOR SY 2018-2019

TO: Assistant Schools Division Superintendents
   Division Chiefs/ Supervisors /Coordinators / Specialists
   District Supervisors /District OIC's/Caretakers
   School Heads, Teachers (Elem and Sec)
   All Others Concerned

1. This Office announces the **RE-OPENING** of applications for Senior Bookkeeper (ADAS III); Disbursing Officer (ADAS II) and Guidance Counselor – SHS in this Division for SY 2018-2019. Refer to attachment for Qualification Standards and Job Description/s.

2. Interested applicants to the positions listed above may file their application online thru Deped Cebu Province website www.depedcebuprovince.ph. You may visit our booth during the 2018 Government Jobs Fair on October **18-19, 2018** at Cebu Technological University Main Campus. **A copy of the Confirmation Sheet should be printed upon the completion of the online application.** Shortlisted applicants will be given further instructions to complete the application process.

3. Only those qualified applicants per shortlist of Qualified Applicants generated in our Online Application System will be advised to proceed to interview and documents verification.

4. **Qualified applicants should bring along the original copies of pertinent documents during the interview for validation of information provided at the onset of their application.**

5. For information, dissemination and guidance of all concerned.

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Republic of the Philippines
Department of Education

DepED

Tanggapan ng Kalihim
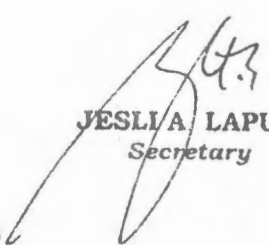*Office of the Secretary*

SEP 17 2007

DEPED O R D E R
No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching,
Related Teaching and Non-Teaching Positions were promulgated under DepED
Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions
and Employees".

2. To further achieve the principles of merit and fitness; objectivity and
uniformity in evaluation; and strengthening of the selection process for other
teaching, related teaching and non-teaching personnel in the Department,
significant revisions are hereby adopted.

3. Immediate dissemination of and compliance with this Order is directed.

JESLI A. LAPUS
Secretary

Encl.: As stated
Reference: DepED Order: (No. 54, s. 1993)
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

			Yes	No
	✓ *Right for erasure or blocking* ✓ *Right to file a complaint* ✓ *Right to damages* ✓ *Right to data portability*		
4	Is there a document available for public review that sets out the policies for the management of personal data? *Please identify document(s) and provide link where available* _____ _____		
5	Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage and disclosure?		
6	Are the data subjects aware of the identity of the personal information controller or the organization/entity processing their personal data?		
7	Are the data subjects provided information about how to contact the organization's Data Protection Officer (DPO)?		

Legitimate Purpose		Yes	No
1	Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy?		
2	Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent?		

Proportionality		Yes	No
1	Is the processing of personal data **adequate**, **relevant**, **suitable**, **necessary** and **not excessive in relation to a declared and specified purpose**?		
2	Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available?		

Collection		Yes	No
1	Is the collection of personal data for a declared, specified and legitimate purpose?		
2	Is individual consent secured prior to the collection and processing of personal data? If no, specify the reason _____ _____		
3	Is consent time-bound in relation to the declared, specified and legitimate purpose?		
4	Can consent be withdrawn?		
5	Are all the personal data collected necessary for the program?		
6	Are the personal data anonymized or de-identified?		
7	Is the collection of personal data directly from the individual?		
8	Is there authority for collecting personal data about the individual from other sources?		
9	Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program?		

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I.   PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)

2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.

3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.

4. Conduct preliminary evaluation of the qualifications of all applicants.

    Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary

5. Prepare selection line-up which shall reflect the qualifications of candidates.

6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

7. Notify all applicants of the outcome of the preliminary evaluation.

8. Submit the selection line up to the PSB/C for deliberation en banc.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up *en banc.*

10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.

11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

d. Will the initiative require you to contact individuals in ways which they may find intrusive?

                  O No   O Yes

e. Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?

                  O No   O Yes

f. Does the initiative involve you using new technology which might be perceived as being privacy intrusive (*e.g. biometrics or facial recognition*)?

                  O No   O Yes

g. Will the initiative result in you making decisions or taking action against individuals in ways which can have a significant impact on them?

                  O No   O Yes

h. Are the personal data collected prior to August 2016?

                  O No   O Yes

III. Stakeholder(s) Engagement

State all project stakeholders, consulted in conducting PIA. Identify which part they were involved. (Describe how stakeholders were engaged in the PIA process)

Name	Role	Involvement	Inputs/Recommendations
*			

*add additional row if needed

IV. Personal Data Flows

Identify the personal data involved and describe the data flow from collection to disposal by answering the following questions below:

What personal data are being or will be processed by this project/system?

List all personal data (e.g. Personal Full Name, address, gender, phone number, etc.,) and state which is/are the sensitive personal information (e.g. race, ethnicity, marital status, health, genetic, government issued numbers).

All the information stated above will be in accordance to the next section.

Collection

1. **State who collected or will be collecting the personal information and/or sensitive information.**

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.

14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.

15. Issue appointment in accordance with existing Civil Service rules and regulations.

    The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

    Chairperson: Undersecretary
    Vice-Chairperson: Assistant Secretary
    Members:
    > Head of Office where the vacancy exists
    > Chief, Personnel Division
    > One (1) representative of the DepED Employees' Union,
    >> either for the first or second level, as the case may be

2. In the Regional Office:

    Chairperson: Assistant Regional Director
    Members:
    > Chief of the Division/Unit where the vacancy exists
    > Chief, Administrative Division
    > Chief Administrative Officer V (HRMO III)
    > One (1) representative of the DepED Employees' Union,
    >> either for the first or second level, as the case may be

3. In the Schools Division:

    Chairperson: Assistant Schools Division Superintendent
    Members:
    > Head of the school where the vacancy exists
    > Administrative Officer V
    > Administrative Officer II (HRMO I)
    > President of the Division DepED Employees' Union/Non-
    >> Teaching Association/Faculty Association, as the case may be

Risk – "the potential for loss, damage or destruction as a result of a threat exploiting a vulnerability";

Threat – "a potential cause of an unwanted incident, which may result in harm to a system or

Impact		
Rating	Types	Description
1	Negligible	*The data subjects will either not be affected or may encounter a few inconveniences, which they will overcome without any problem.*
2	Limited	*The data subject may encounter significant inconveniences, which they will be able to overcome despite a few difficulties.*
3	Significant	*The data subjects may encounter significant inconveniences, which they should be able to overcome but with serious difficulties.*
4	Maximum	*The data subjects may encounter significant inconveniences, or even irreversible, consequences, which they may not overcome.*
Probability		
1	Unlikely	*Not expected, but there is a slight possibility it may occur at some time.*
2	Possible	*Casual occurrence. It might happen at some time.*
3	Likely	*Frequent occurrence. There is a strong possibility that it might occur.*
4	Almost Certain	*Very likely. It is expected to occur in most circumstances.*

organization";

Vulnerability – "a weakness of an asset or group of assets that can be exploited by one or more threats";

Impact - severity of the injuries that might arise if the event does occur (can be ranked from trivial injuries to major injuries); and

Probability - chance or probability of something happening;

Select the appropriate level or criteria of impact and probability to better assess the risk. Kindly refer to the table below for the criteria.

Note: Try to itemized your risks by designating a reference number. This will be used as a basis on the next sections (VII. Recommended Privacy Solutions and VIII. Sign off and Action Plan). Also, base the risks on the violation of privacy principles, rights of data subjects and confidentiality, integrity and availability of personal data.

Ref #	Threats/Vulnerabilities	Impact				Probability				Risk Rating
		1	2	3	4	1	2	3	4	
		1	2	3	4	1	2	3	4	
		1	2	3	4	1	2	3	4	
		1	2	3	4	1	2	3	4	

4. In the School:

4.1 Central elementary schools and non-central elementary schools:
Chairperson: Principal/School Head
Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head
Members: Department Head where vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head
Members: Two (2) Department Heads
Administrative Officer
President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

	✓ Right for erasure or blocking ✓ Right to file a complaint ✓ Right to damages ✓ Right to data portability		
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Legitimate Purpose		Yes	No
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2	Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent?		

Proportionality		Yes	No
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8	Is there authority for collecting personal data about the individual from other sources?		
9	Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program?		

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	20	10
Psycho-social attributes	15	5
TOTAL	**100**	**100**

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. Outstanding Employee Award
- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:
- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects
- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship
- Articles published in a journal/newspaper/magazine of wide circulation
- Co-authorship of a book (shall be divided by the number of authors)
- Sole authorship of a book

Privacy Impact Assessment – Template

I.   Project/System Description

a. Description

Describe the program, project, process, measure, system or technology product and its context. Define and specify what it intends to achieve Consider the pointers below to help you describe the project.

- *Brief Description of the project/system*
  - *Describe the process of the projects*
  - *Describe the scope and extent*
  - *Any links with existing programs or other projects*
- *The system/project's overall aims (purpose of the project/system)*
  - *What is the project/system aims to achieve?*
  - *What are the benefits for the organizations und data subjects?*
- *Any related documents to support the projects/system*
  - *Project/System Requirements Specification*
  - *Project/System Design Specification*
  - *Or any related documents*

b. Scope of the PIA

This section should explain, what part or phase of the program the PIA covers and, where necessary for clarity, what it does not cover.

- *What will the PIA cover?*
- *What areas are outside scope?*
- *Is this just a "desk-top" information gathering exercise, do I have to get information from a wide variety of sources?*
- *Who needs to be involved and when will they be available?*
- *Where does the PIA need to fit in the overall project plan and timelines?*
- *Who will make decisions about the issues identified by the PIA? What information do they need and how long will it take to get sign-off from them?*
- *Do I need to consult with anyone (for instance the individuals whose personal information the project will involve)? When and how should this happen?*
- *Are there any third parties involved and how long do I need to allow for them to play their part?*

II.   Threshold Analysis

The following questions are intended to help you decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise. You can expand on your answers as the project develops if you need to.

a.   Will the project or system involve the collection of new information about individuals?

O No   O Yes

b.   Is the information about individuals sensitive in nature and likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private?

O No   O Yes

c.   Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

O No   O Yes

e. Consultant/Resource Speaker in Trainings/Seminars/
   Workshops/Symposia
   - District level
   - Division level
   - Regional level
   - National level
   - International level

D. Education and Training

a. Education
   - Complete Academic Requirements for Master's Degree
   - Master's Degree
   - Complete Academic Requirements for Doctoral Degree
   - Doctoral Degree

b. Training
   Participant in a specialized training
   e.g. Scholarship Programs, Short Courses, Study Grants

   Participant in three (3) or more training activities in each level
   conducted for at least three (3) days not credited during the last
   promotions:
   - District Level
   - Division Level
   - Regional Level

   Participant in one (1) training conducted for at least three (3) days
   not credited during the last promotions:
   - National Level
   - International Level

   Chair/Co-chair in a technical/planning committee
   - District Level
   - Division Level
   - Regional Level
   - National Level
   - International Level

E. Potential

   This refers to the capacity and ability of a candidate to assume the duties of
the position to be filled up and those of higher level.

   The Personnel Selection Board/Committee (PSB/C) shall determine the
potentials of the candidate based on each of the following components:

1. Communication Skills
   Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
   Presents well-organized and precise ideas with
      marked command of the language used.

<table>
<tr>
<td>2</td>
<td>Personal data will only be transferred to someone outside of the Philippines if any of the following apply:

    a. *The individual consents to the transfer*
    b. *The organization reasonably believes that the recipient is subject to laws or a contract enforcing information handling principles substantially similar to the DPA of 2012*
    c. *The transfer is necessary for the performance of a contract between the individual and the organization*
    d. *The transfer is necessary as part of a contract in the interest of the individual between the organization and a third party*
    e. *The transfer is for the benefit of the individual;*</td>
<td></td>
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<tr>
<td>3</td>
<td>The organization has taken reasonable steps so that the information transferred will be stored, used, disclosed and otherwise processed consistently with the DPA of 2012

    If YES, please describe steps:

_____
_____
_____
_____</td>
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</table>

VI.   Privacy Risk Management

For the purpose of this section, a risk refers to the potential of an incident to result in harm or danger to a data subject or organization. Risks are those that could lead to the unauthorized collection, use, disclosure or access to personal data. It includes risks that the confidentiality, integrity and availability of personal data will not be maintained, or the risk that processing will violate rights of data subjects or privacy principles (transparency, legitimacy and proportionality).

The first step in managing risks is to identify them, including threats and vulnerabilities, and by evaluating its impact and probability.

The following definitions are used in this section

3. Alertness
   Manifests presence of mind and awareness of the environment.
4. Judgment
   Demonstrates sound judgment.
5. Leadership Ability
   Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and
      informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether
      from his subordinates, peers or superiors
4. Observes proper decorum in relating with
      superiors and peers
5. Takes the initiative to organize work groups, adopt
      procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends
      solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance
1. Exercises high degree of tolerance for tension
      resulting from increasing volume of work,
      organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively
      tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions
      in a tension-laden situation.
5. Channels negative emotions to positive and
      constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

2. **The data is being retained by the organization or is it being outsourced?**
   - *Specify if the data retention process is being done in-house or is it handled by a service provider*

Disclosure/Sharing

1. **To whom it is being disclosed to?**

2. **Is it being disclosed outside the organization? Why is it being disclosed?**
   - *Specify if the personal information is being shared outside the organization*
   - *What are the reasons for disclosing the personal information*

Disposal/Destruction

1. **How will the data be disposed?**
   - *Describe the process of disposing the personal information*

2. **Who will facilitate the destruction of the data?**
   - *State if the process is being managed in-house or if it is a third party*

V.   Privacy Impact Analysis

Each program, project or means for collecting personal information should be tested for consistency with the following Data Privacy Principles (as identified in Rule IV, Implementing Rules and Regulations of Republic Act No. 10173, known as the "Data Privacy Act of 2012"). Respond accordingly with the questions by checking either the "Yes" or "No" column and/or listing the what the questions may indicate.

Transparency		Yes	No
1	Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data?		
2	Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data?		
3	Are data subjects aware of his or her rights as a data subject and how these can be exercised? *Below are the rights of the data subjects:* ✓ *Right to be informed* ✓ *Right to object* ✓ *Right to access* ✓ *Right to correct*		

*			

add additional row if needed

VIII. Sign off and Action Plan

State the approved solutions based on the stated solution on the last section. Indicate the person who approved and its completion date.

Ref#	Approved Solution	Approved by	Completion Date
*			

add additional row if needed

Signatures

Program/Process Owner	Signature	Date
Data Protection Officer	Signature	Date
Head of the Organization	Signature	Date

III. Be Accountable:
Develop a Privacy Management Program and Privacy Manual

Privacy Management Program Guide

The digital age undeniably made the world interconnected. At the same time, it entailed extensive use of our personal data in corporate, professional and personal transactions. It may have resulted in efficient and optimized processes but it exposed us to various security risks.

Over a billion records of personal identifiable information have been stolen in recent years worldwide. Organizations incurred an average cost of $4 million due to data breaches in 2016, according to an IBM and Ponemon Institute Study. In the Philippines alone, a security breach at the Commission on Elections exposed the personal information of about 55 million voters.

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	**35**	**35**	**30**
Performance rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 35%	Average of the numerical ratings multiplied by 35%	Average of the numerical ratings multiplied by 30%
B. Experience	**5**	**5**	**10**
Experience must be relevant to the duties and functions of the position to be filled.	Every year given a point but not to exceed five (5) points	Every year given a point but not to exceed five (5) points	Every year given a point but not to exceed ten (10) points
C. Outstanding Accomplishments (Meritorious Accomplishments)	**20**	**5**	**20**
a. Outstanding Employee Award	4	1	4
b. Innovations	4	1	4
c. Research & Development Projects	4	1	4
d. Publication/Authorship	4	1	4
e. Consultant/Resource Speaker in Trainings/Seminars	4	1	4
D. Education	**25**	**10**	**15**
• Complete Academic Requirements for Master's Degree	10	6	7
• Master's Degree	15	7	10
• Complete Academic Requirements for Doctoral Degree	20	9	13
• Doctoral Degree	25	10	15
Training	**5**	**10**	**10**
Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	One point for every month of attendance but not to exceed five (5) points	One point for every month of attendance but not to exceed ten (10) points	One point for every month of attendance but not to exceed ten (10) points
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:			
• District Level	1	2	2
• Division Level	2	4	4
• Regional Level	3	6	6
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:			
• National Level	4	8	8
• International Level	5	10	10

			Yes	No
		- Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure?		
		- If the processing is delegated to a Personal Information Processor Have you review the contract with the personal information processor?		
	Physical Security:		Yes	No
		- Are there policies and procedures to monitor and limit the access to this project/system?		
		- Are the duties, responsibilities and schedule of the individuals that will handle the personal data processing clearly defined?		
		- Are there policies and procedures to prevent destruction of files generated by this project/system?		
	Technical Security:		Yes	No
		- Is there a security policy with respect to the processing of personal data?		
		- Do you have policies and procedures to restore the availability and access to personal data when an incident happens?		
		- Do/Will you regularly test, assess and evaluate the effectiveness of the security measures of this project/system?		
		- Are the personal data processed by this project/system encrypted while in transit or at rest?		
2	The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure?			
3	If yes, which of the following has the program undertaken to protect personal data across the information lifecycle:			
3.1	- Identifying and understanding information types			
3.2	- Assessing and determining the value of the information			
3.3	- Identifying the security risks to the information			
3.4	- Applying security measures to protect the information			
3.5	- Managing the information risks.			
Disposal			Yes	No
1	The program will take reasonable steps to destroy or de-identify personal data if it is no longer needed for any purpose. *If YES, please list the steps*			

	Cross-border Data Flows (optional)	Yes	No
1	The program will transfer personal data to an organization or person outside of the Philippines *If YES, please describe:*		

Chair/Co-chair in a technical/planning committee			
• District Level	*1*	*2*	*2*
• Division Level	*2*	*4*	*4*
• Regional Level	*3*	*6*	*6*
• National Level	*4*	*8*	*8*
• International Level	*5*	*10*	*10*
E. Potential	**5**	**20**	**10**
1. Communication Skills	*1*	*4*	*2*
2. Ability to Present Ideas	*1*	*4*	*2*
3. Alertness	*1*	*4*	*2*
4. Judgment	*1*	*4*	*2*
5. Leadership Ability	*1*	*4*	*2*
F. Psycho-social attributes	**5**	**15**	**5**
a. Human Relations	*2*	*6*	*2*
b. Decisiveness	*2*	*5*	*2*
c. Stress Tolerance	*1*	*4*	*1*
TOTAL	**100**	**100**	**100**

2. **How the personal information/sensitive personal information is collected and from whom it was collected?**
   - *If personal information is collected from some source other than the individual?*

3. **What is/are the purpose(s) of collecting the personal data?**
   - *Be clear about the purpose of collecting the information*
   - *Are you collecting what you only need?*

4. **How was or will the consent be obtained?**
   - *Do individuals have the opportunity and/or right to decline to provide data?*
   - *What happen if they decline?*

Storage

1. **Where is it currently being stored?**
   - *Is it being stored in a physical server or in the cloud?*

2. **Is it being stored in other country?**
   - *If it is subject to a cross-border transfer, specify what country or countries.*

3. **Is the storage of data being outsourced?**
   - *Specify if the storing process is being done in-house or is it handled by a service provider*

Usage

1. **How will the data being used or what is the purpose of its processing?**
   - *Describe how the collected information is being used or will be used*
   - *Specify the processing activities where the personal information is being used.*

Retention

1. **How long are the data being retained? And Why?**
   - *State the length of period the data is being retained?*
   - *What is the basis of retaining the data that long? Specify the reason(s)*

QUALIFICATION STANDARDS (QS) FOR NON-TEACHING POSITIONS

POSITION	SALARY GRADE	QUALIFICATION STANDARDS	JOB DESCRIPTION
GUIDANCE COUNSELOR II	SG 12	**Education:** - Bachelor's degree in Guidance and Counseling or in any allied discipline **Experience:** - One (1) year relevant experience **Eligibility:** - RA 1080 (Guidance Counselor) **Training:** - 4 hours of relevant training	- Provides orientation to students in all year levels - Formulates guidance and counseling forms including individual inventory, agreement forms - Administers and interprets individual and groups psychological and projective tests - Provides effective individual and group counseling - Holds parent-teacher conferences - Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management - Identifies student's need and problems - Makes an action research based on the result of the identification of students' needs and problems - Makes referral to other gov't agencies - Provides career counseling and scholarship programs to students - Coordinates with the community, NGO's and GO's for program support
ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)	SG9	**Education:** - Completion of 2 years in college **Experience:** - One (1) year relevant experience **Eligibility:** - Career Service Professional (1st Level Eligibility) **Trainings:** - 4 hours of relevant training	To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of account, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and realiable reports which will aid the management in making informed decisions.
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	SG 8	**Education:** - Completion of 2 years in college **Experience:** - One (1) year relevant experience **Eligibility:** - Career Service Professional (1st Level Eligibility) **Training:** - 4 hours of relevant training	To support accounting operations by filling documents, reconciling statements, running software programs.