DEPARTMENT OF EDUCATION
REGION X
DIVISION OF MISAMIS OCCIDENTAL
Osilao Street, Oroquieta City

ORGANIZATIONAL STRUCTURE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Schools Division Superintendent

Office of the Asst. Schools Division Superintendent

Asst. Schools Division Superintendent

Administrative Officer II (Detailed)
Administrative Assistant III (2)
Administrative Aide VI

Administrative Assistant II (Detailed)
Administrative Aide VI

❖ **FINANCE**

▪ **Accounting**

Accountant III
Administrative Assistant III (6)
Administrative Assistant II (2)

▪ **Budget**

Administrative Officer V
Administrative Assistant III
Administrative Assistant I

❖ **LEGAL**

Legal Officer III
Administrative Officer II (TOR)
Technical Assistant IV (COS)
Technical Assistant II (3 COS)

❖ **ICT**

Information Technology Offcer I
Administartive Assistant II (TOR)
Job Order

❖ **ADMINISTRATIVE**

Administrative Officer V
Administrative Aide VI
Job Order

▪ **Cash**
Administrative Officer IV
Administrative Aide VI
Job Order

▪ **Human Resource Management (Personnel)**
Administrative Officer IV
Administrative Officer II
Administrative Assistant III (5)
Administrative Assistant II (2)
Administrative Aide VI
Job Order

▪ **Records**
Administrative Officer IV
Administrative Assistant III (TOR)
Administrative Aide VI

▪ **Property**
Administrative Officer IV
Administrative Officer II (Detailed)
Administrative Assistant II (Shared)
Administrative Aide VI

• **Procurement**
Administrative Officer II (2 TOR)
Project Development Officer I (2 TOR)

• **General Services**

Administrative Aide IV/Driver
Administrative Aide I (4-Driver TOR)
Job Order Driver (2)

Security Guard (5-Detailed)
Security Guard (5-Agency)

Job Order Maintenance
Job Order COA
Job Order Cleaner (6)

Schools and Learning Centers