Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

DEPED-4A-08C-RM-21-10

5 January 2021

Regional Memorandum

ANNOUNCEMENT OF VACANCIES

To   **Regional Office Officials and Employees**
Schools Division Superintendents
All Others Concerned

1. This is to announce vacancies in the Regional Office for positions listed below. All **qualified applicants** are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Positions	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Computer Programmer II	OSEC-DECSB-COMPRO2-270011-2015	15	P32,053.00	1	Regional Office IV-A CALABARZON
Accountant I	OSEC-DECSB-A1-270004-2015	12	P24,495.00	2	Regional Office IV-A CALABARZON
Education Program Specialist II	OSEC-DECSB-EPS2-270006-2015	16	P35,106.00	1	Regional Office IV-A CALABARZON
Administrative Assistant III	OSEC-DECSB-ADAS3-270003-2015	9	P18,784.00	1	Regional Office IV-A CALABARZON

2. The Qualification Standards (QS) of said positions are as follows:

Position	Education	Training	Experience	Eligibility
Computer Programmer II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/Second Level Eligibility
Accountant I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Education Program Specialist II	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher), or Career Service Professional/Second Level Eligibility
Administrative Assistant III	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service SubProfessional/First Level Eligibility

3. Below are the duties and responsibilities of the abovementioned positions:

Position/Division	Duties and Responsibilities
Computer Programmer II/Information & Communication Technology Unit-Office of the Regional Director (ICTU-ORD)	**ICT Programs and Project Implementation** • Provide support in the implementation of the CO and RO ICT programs **Solutions Design and Development** • Analyze solutions design and program specifications to determine appropriate programming approach/strategy through design consultations with Systems Analyst and Systems architect. • Code and test programs in accordance with programming standards and test criteria to ensure that system components are working according to design specifications. • Participate in systems and integration testing to ensure that

	all components work as one system and design specifications are satisfactorily met. • Assist in system deployment and implementation. to operationalize the system by providing technical support. • Assist in capacity building by providing technical support in the development and conduct of training programs and appropriate courseware in accordance with the training plan. **Systems Administration** • Administer the day-to-day operation of ICT systems installed (inclusive of application systems, database management systems, server systems and network and communication system) through an efficient, effective and automated monitoring system to ensure high availability, reliability and security and adhering to service level standards. • Fine tune and adjust programs to respond to emerging requirements, findings and recommendations from the periodic system review and evaluation to ensure system relevance, efficiency and effectiveness. • Coordinate in the M&E of the software deployment by verifying if the system design meets performance criteria. • Develop and maintain documentation of programs in accordance with standards to ensure maintainability of program codes. **iCT Programs and Projects Monitoring and Evaluation (M&E)** • Assist in the development of systems and tools to monitor ICT in the region. • Gather data and provide inputs to reporting the progress of systems utilization, ICT plans, programs and project implementation to generate feedback and maintain

	management support through participation in the implementation of an M&E system within the regional office and schools division. **ICT Technical Assistance** • Provide support in capacitating division, schools and learning centers to operate ICT systems. • Gather data to identify ICT needs of the region and schools division and help them prioritize their needs. • Assist in the development and identification of ICT solutions to identified priority needs of the regions and schools division. • Assist in providing the division, schools and learning centers with updates on breakthrough ICT technology in educational delivery and governance towards increased learning possible adoption.
Accountant I/Accounting Section-Finance Division	**Financial Records and Reports** • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Review the financial statements and related schedules.

	• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.
Education Program Specialist II/Human Resource Development Division (HRDD)	**HR Strategic Plans and Policies** • Assists the Education Program Supervisors in preparing a research agenda, conducting researches, benchmark studies, and needs assessment by gathering secondary and primary data to inform HRD plans and policies HRD systems adjustments. **Search, Recruitment, Selection and Placement** • Support the Education Program Supervisor in preparing a research agenda, conducting researches, benchmark studies, and needs assessment by gathering secondary and primary data to inform HRD plans and policies and HRD systems adjustments. • Gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job) • Research and provide inputs on processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits • Gather data and prepare reports on the conduct of orientation of new employees to provide inputs for improvement of orientation **Professional and Career Development** • Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and availment of its products and services. • Develop and implement strategies to identify and address organizational and

	individual professional and career development needs as input to the HRMD development plan and for designing interventions • Define and update Competency Models for the various job groups in the region to ensure relevant development tracks. • Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track. • Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies. • Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track. • Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services. • Coordinate and conduct, training programs according to its design and budget, and evaluate such programs periodically. • Continuously search for scholarship opportunities for personnel in the region. • Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization.

	• Design professional and career development programs and prepare training packages that are needs-based, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools divisions human resource. • Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data. • Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions **Performance Management** • Gather data on the implementation of the Performance Management System and Guidelines and Rewards and Recognition Programs as inputs to monitoring report. • Support EPS in the Conduct of Performance Management System orientation and training of managers and staff to ensure proper implementation. • Prepare prototype information materials and assist in the conduct of orientation on National and Regional. • Towards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals. • Gather data on the Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization.

	Employees Welfare • Assist in the conduct of studies to identify the needs of employee groups according to life and career stage, gender work conditions, health and safety requirements in the workplace, etc. • Provide data inputs towards enhancement of recognition and rewards programs to maintain applicability and relevance. • Keep updated on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations • Provide inputs towards the publication of relevant issuances and other documents on personnel management **Technical Assistance** • Assist in the collection of data to identify TA needs according to the strategies of the TA teams • Assist in the identification of HRD interventions to respond to HRD needs of schools divisions
Administrative Assistant III/General Services Unit-Administrative Division	**Security of Personnel and Property** • Monitor daily logbooks of guards to check for adherence to rules and completeness of entries. • Issue gate passes/slips for RO properties and equipment to be brought out of office premises. • Monitor return of such properties and equipment by checking pass slips issuance and conducting visual inspection when needed. • Monitor the implementation of rules by the guards on the issuance of visitors pass/ID **Maintenance of RO Grounds and Facilities** • Conduct weekly inspection of RO grounds and perimeters and submit report with recommendations for management action. • Conduct weekly inspection of RO Office, building and facilities

and submit report with recommendations for repairs and maintenance.

- Monitor and analyze usage of utilities on a monthly basis (electricity, water, telephone, internet, etc.) to analyze trend and control cost and proactively identify potential problems.

Transport and Motorpool Services

- Set guidelines and standards for driving and transport maintenance to ensure safety and comfort of client and proper use of vehicles.
- Approve trip schedules and monitor trip tickets to ensure efficiency in the use of vehicles.
- Submit gas consumption report for budgeting purpose.
- Monitor vehicle servicing, repair and maintenance to ensure longevity of vehicle utilization.

Secretarial/Frontline and Administrative Support

- Schedules and keep track of General Services meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
- Received/Routed calls
- Visitors responded to
- Follow through on inquiries
- Prepare or encode into electronic format word documents and other presentation materials.
- Provide assistance and administrative support to training and conferences as assigned.
- Coordinate preparation of documents and supporting documents and forms needed in the operations of General Services.
- Prepare requests for office equipment and office supplies for General Services.

	Records Management • Receive, record and route documents addressed to the General Services Unit by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

1. Interested qualified applicants shall **submit documents with "ear tags"** following the arrangements below:

   a. Letter of intent addressed to the Regional Director
   b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212, Revised 2017) which can be downloaded at www.csc.gov.ph
   c. **Photocopy of the authenticated** CSC Certification of Eligibility/photocopy of the **PRC ID License (must be Certified True Copy by the PRC)**
   d. Performance Ratings (duly signed) – **3 consecutive years**
   e. Updated Service Record
   f. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status
   g. Outstanding Accomplishments (if any)
      1) Outstanding Employee Award/s
      2) Innovations
      3) Research and Development Projects
      4) Publication/Authorship
      5) Consultant/Resource Speaker in Trainings/Seminar
   h. **Photocopy of the duly authenticated** Transcript of Records (TOR) by the CHED , Diploma/Duly authenticated Certification on CAR by the School Registrar or School Authorized Official
   i. Certificate of Training/s Attended (must be relevant to the position being applied and not credited during the last promotion)
   j. Latest approved appointment (if any)

2. **Applicants must ensure that their documents are complete, and accurate.**

3. **Application documents shall be accepted until January 26, 2021. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.**

4. The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.

5. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

6. Applicants may refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.

7. Wide and immediate dissemination of this Memorandum is desired.

WILFREDO E. CABRAL
Regional Director

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