



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



30 September 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.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Administrative Assistant I	OSEC-DECSB-ADAS1-270008-2015	7	P17,179.00	1	Regional Office IV-A CALABARZON
Administrative Officer I (Supply Officer I)	OSEC-DECSB-ADOF1-270267-2004	10	P21,205.00	1	Regional Office IV-A CALABARZON
Administrative Officer V (Supply Officer III)	OSEC-DECSB-ADOF5-270225-2004	18	P43,681.00	1	Regional Office IV-A CALABARZON

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

Position	Education	Training	Experience	Eligibility
Administrative Assistant I	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility



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Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

Administrative Officer I (Supply Officer I)	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Officer V (Supply Officer III)	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Administrative Assistant I – Curriculum Learning and Management Division (CLMD)	<p>Plots/Schedules CLMD Activities</p> <ul style="list-style-type: none"> Schedules/Calendars CLMD activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. <p>Records Management</p> <ul style="list-style-type: none"> Receives, records and routes documents addressed to the CLMD 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 Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference. <p>Administrative Support</p> <ul style="list-style-type: none"> Prepares or encodes into electronic format word documents and other presentation materials. Provides assistance and administrative support to training and conferences as assigned. Coordinates preparation of documents needed in the operations of CLMD Ensure security of office equipment and availability of office supplies. <p>Secretariat/Frontline</p>

	<ul style="list-style-type: none"> Receives and routes incoming calls to or logs information and notifies the concerned party. Greets and entertains office visitors and responds to their needs. Logs concerns brought to the office and follow through on inquiries. Coordinates travel bookings of CLMD staff based on instructions and gives feedback on status of bookings. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned
Administrative Officer I (Supply Officer I) – Administrative Division	<p>Policies, Standards, Guidelines, Systems</p> <ul style="list-style-type: none"> Draft and submit suggestions related to Asset Management policies and guidelines based on observations from operations and feedback from clients/users for the consideration of AO V-Asset Management Section. Provide inputs to the design/localization of forms and tools utilized for asset management to make it useful for the needs of the regional users. <p>Procurement and Acquisition</p> <ul style="list-style-type: none"> Performs phases of supply management functions such as procurement of supplies and materials at DBM-PS, equipment and others using various modes of procurement. Determines actual needs of requesting parties, checks requisitions and prepares agency procurement requests (APR) based on existing stocks and needs Makes canvass of competitive prices of goods in the open market, prepares abstract of bids in case of alternative mode of procurement Prepares contracts/purchase orders <p>Custodianship</p> <ul style="list-style-type: none"> Checks and receives deliveries based on contract and Purchase Order (PO). Checks and accounts deliveries based on contracts/purchase orders or any appropriate documents either

	<p>locally/division/region/central office procured or donated and stores them accordingly.</p> <ul style="list-style-type: none"> Issues items to end users using appropriate forms such as ICS, ARE, IRP, RIS, etc. Ensure safety and proper storage of SME while in custody. Preparation of Requisition for SME requested by other offices in the region. Maintains stocks, conducts inventory, maintains accurate records of all properties and prepares reports as to items issued every month, inventory reports, etc. <p>Asset Disposal</p> <ul style="list-style-type: none"> Segregates unserviceable PPEs. Recommends the disposal of unserviceable PPEs. Prepares and maintains periodic disposal reports. <p>Inventory Reports</p> <ul style="list-style-type: none"> Leads and manage the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action. Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management. Reviews Inventory Report of Unserviceable Properties and Waste Material and submits to management for actions and decisions. Monitors/Obtains report of centrally procured textbook/management/equipment delivered in the division/school, integrates and analyzes report and submits recommendation to management based on findings.
<p>Administrative Officer V (Supply Officer III) – Administrative Division</p>	<p>Policies and Guidelines</p> <ul style="list-style-type: none"> Draft and submit for approval regional memos and letters related to Asset Management policies and guidelines and disseminate such when approved. Conduct periodic field monitoring and evaluation on the

implementation of asset management (supply and property management) policies and guidelines in order to submit recommendations for enhancement and improvements.

- Design/Localize forms and tools utilized for asset management to make it useful for the needs of the regional users.

Procurement and Acquisition

- Sign purchase requests upon verification from pertinent documents (e.g. procurement plan, etc.) and issues vouchers covering property to be purchased
- Monitor stock issuances and demands to ensure availability of critical items
- Make recommendations in determining the kind and quality of supplies, materials and equipment to be purchased based on feedback from users, to get the best available product.

Custodianship

- Validates deliveries based on contract and Purchase Order (PO).
- Maintains custodianship of all records of property and assets of the regional office for operational and legal use.
- Conduct periodic inventory report of property and assets to assess their status and make recommendations as to actions needed by management.
- Recommend and procure insurance for valuable properties and assets of the company.
- Prepare and submit claims to insurance companies on damaged properties as necessary to recoup loss or make replacement.
- Keeps record of bondable and accountable employees and officials as basis for issuing clearance upon separation or retirement from the agency.

Asset Disposal

- Reviews disposal request based on recommendation.
- Endorses approval of disposal request.

Inventory Reports

- Leads and manage the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action.
- Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management.
- Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to management for actions and decisions.
- Monitors/Obtains report of centrally procured textbook/management/equipment delivered in the division/school, integrates and analyzes report and submits recommendation to management based on findings.

Technical Assistance

- Conducts Property and Supply Management (PSM) training to Schools Division Supply Officers and Property Custodian.
- Monitors SDO reports on PPE/Inventory and Textbook Inventory and provides technical assistance when needed.

Performance Management

- Regularly monitors and evaluates employee performance
- Provides coaching and guidance to the subordinates in the performance against set targets and KPIs.
- Prepare and manage the work plan and budget for Asset Management Section and submit this to be part of the RO Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Asset Management services goals and targets.
- Integrate and submit accomplishment report of Asset Management Services to inform RO management of progress, issues,

and challenges for corrective action.

- Conduct performance appraisal feedback and ratings on direct reports towards continuous improvement of performance.
- Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section.
- Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.

4. Interested qualified applicants may **submit the duly authenticated documents with "ear tags"** via courier addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, Rizal or email the scanned copy of documents to personnel.calabarzon@deped.gov.ph, arranged as follows:

- a. Letter of intent addressed to the Regional Director
- b. Notarized Omnibus Certification of Authenticity and Veracity of Documents submitted
- c. 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
- d. Photocopy of authenticated CSC Certification of Eligibility/Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)
- e. Performance Ratings (duly signed and approved) – 3 consecutive years
- f. Updated Service Record signed by authorized official
- g. 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
 - 1) Outstanding Accomplishments (if any)
 - 2) Outstanding Employee Award/s
 - 3) Innovations
 - 4) Research and Development Projects
 - 5) Publication/Authorship
 - 6) Consultant/Resource Speaker in Trainings/Seminar
- h. Photocopy of the duly authenticated Transcript of Records (TOR) by the CHED (CAV), 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 for, and not credited during the last promotion)

- j. Latest approved appointment (if any)
5. Applicants must ensure that their documents are complete, and accurate.
6. **Application documents shall be accepted until October 15, 2021. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.** Applicants are advised to use google account as email address.
7. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the shortlist, and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, and assessment and open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).
8. 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.
9. Wide and immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director