



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

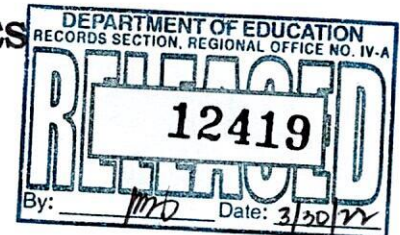


28 March 2022

**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
Chief Education Supervisor	OSEC-DECSB-CES-270036-2022	24	P88,410.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna
Administrative Officer V	OSEC-DECSB-ADOF5-270006-2022	18	P45,203.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna
Administrative Officer V (Budget Officer III)	OSEC-DECSB-ADOF5-270007-2022	18	P45,203.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna



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

<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Chief Education Supervisor	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility
Administrative Officer V	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
Administrative Officer V (Budget 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 the abovementioned positions:

<b>Position/Division</b>	<b>KRAs/Duties and Responsibilities</b>
<b>Chief Education Supervisor /Curriculum Implementation Division (CID)</b>	<b>Management of Curriculum Implementation</b> <ul style="list-style-type: none"> <li>• Provide technical inputs to the Strategic Plan of the schools division (DEDP) based on M&amp;E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the implementation and delivery of the Basic Education Curriculum.</li> <li>• Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum.</li> <li>• Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.</li> <li>• Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation.</li> <li>• Guide and provide technical inputs to HRD and CID teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum.</li> </ul>



- Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding.
- Guide the development and implementation of region initiated programs related to the curriculum for technical soundness and relevance.
- Present to the regional management, progress and evaluation reports on region initiated programs for appropriate management action.

#### **Curriculum Development, Enrichment, and Localization**

- Guides the development of programs and strategies to localize, indigenize, contextualize competencies in the curriculum per subject area.
- Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum.
- Submit to the regional management policy recommendations to guide localization and indigenization of the basic education curriculum.

#### **Learning Delivery**

- Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation.
- Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.

#### **Learning Resource**

- Establish and sustain operations of the SDO Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).
- Provide oversight to the development of Localized/indigenized learning materials for school division's use by the LR Development Teams.

**Learning Outcomes Assessment**

- Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes.
- Submit to the Regional Director Policy recommendations related to improving learning outcome in the region.

**Special Curricular Programs and Support Activities**

- Submits to regional management policy recommendations on curricular support activities for regional adoption.

**Research**

- Review research findings and policy recommendation and provide directions in research utilization as well as research areas to pursue.

**Technical Assistance**

- Lead the CID team in consolidating needs for technical assistance on Curriculum implementation for the schools division.
- Presents to management periodic reports on the progress of technical assistance in:
  - Lowest performing districts and schools
  - Curriculum implementation and instructional delivery
- Submits to the schools division and regional management, policy recommendations arising from reports of results evaluation of provision of technical assistance.

**Unit Performance**

- Prepare and manage the budget for CIDs resource requirements and submits this to be part of the Regional Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.



	<ul style="list-style-type: none"> <li>• Submits M &amp; E Report/ Results of CID Operations to inform management of progress.</li> <li>• Prepares and submits an Annual Procurement Plan of CID to schedule expense requirements.</li> <li>• Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.</li> <li>• Prepares and implements a Professional Development Plan for CID personnel.</li> <li>• Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</li> <li>• Conducts regular CID Meetings for regular updates and work coordination.</li> <li>• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.</li> </ul>
<b>Administrative Officer V/ OSDS-Administrative Unit</b>	<b>Administrative Policies and Guidelines</b> <ul style="list-style-type: none"> <li>• Implement Administrative guidelines and issuances from CO, RO and government oversight agencies and recommend other issuances and guidelines relevant to the SDO.</li> <li>• Monitor implementation of policies and guidelines issued on administrative matters.</li> </ul> <b>Personnel Administration</b> <ul style="list-style-type: none"> <li>• Reviews, recommends for approval or approves documents by Personnel Unit in matters requiring his/her action (e.g. service records, Form 6&amp;7, service records).</li> <li>• Review and recommends all pertinent personnel actions for the approval of the SDS.</li> <li>• Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations.</li> <li>• Certify on the appointment papers that vacant positions have been published</li> </ul>

**Records Management**

- Documents authenticated and verified reviewed and validated
- Certifications validated
- Annual and Administrative Reports
- Process for Conduct of Annual Inventory of Records
- Report on the Conduct of Annual Inventory of Records.
- Reviews and validates documents authenticated and verified by reviewing pertinent documents submitted by Records.
- Validates and signs certifications issued by Records.
- Reviews Annual and Administrative Reports submitted by Records and follows through recommendations.
- Reviews process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations.
- Presents to the SDO management "Report on the Conduct of Annual Inventory of Records" and follows through on recommendations.

**Cash Management**

- Provide oversight on cash management functions.
- Review and approve reports on cash collection, disbursement and liquidation for submission to Accountant.
- Review and approve advice of checks issued and cancelled for submission to the Bureau of the Treasury and Authorized Government Depository Bank.

**Supply and Procurement**

- Reviews the consolidated Annual Procurement Plan (APP) prepared by Supply and Procurement and validates with budget.
- Reviews Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed.
- Reviews "Disposable Material Inventory and Inspection Report" and "Report of Waste Materials" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials.



- Conducts monitoring of equipment, materials and other issuances against Invoice Receipt of Property (IRP).

#### **Security and Custody of Properties**

- Develop and implement SDO office configurations and utilization plans and initiate necessary constructions for the various offices in the SDO.
- Initiate procurement of Janitorial Services for the SDO and monitor contract with service provider.
- Develop and implement a cleanliness and maintenance plan for the SDO grounds and facilities and monitor implementation.
- Monitor and ensure uninterrupted provision of all necessary utilities for the SDO (electricity, water, telephone, internet service, etc.)
- Develop and implement with management an SDO Facilities Improvement and Upgrading Plan to support the current and future needs of the SDO with regard buildings and facilities.

#### **Maintenance of SDO Grounds and Facilities**

- Develop and implement SDO office configurations and utilization plans and initiate necessary constructions for the various offices in the SDO.
- Initiate procurement of Janitorial Services for the SDO and monitor contract with service provider.
- Develop and implement a cleanliness and maintenance plan for the SDO grounds and facilities and monitor implementation.
- Monitor and ensure uninterrupted provision of all necessary utilities for the SDO (electricity, water, telephone, internet service, etc.)
- Develop and implement with management an SDO Facilities Improvement and Upgrading Plan to support the current and future needs of the SDO with regard buildings and facilities.

	<p><b>Administrative Services Performance</b></p> <ul style="list-style-type: none"> <li>• Prepare and manage the budget for Administrative and submits this to be part of the Schools Division Budget.</li> <li>• Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets.</li> <li>• Integrate and submit accomplishment report of Admin. Services inform SDO management of progress, issues, and challenges for corrective action.</li> <li>• Conduct Performance Appraisal Feedback and Ratings on direct reports towards continuous improvement of performance.</li> <li>• Prepares and implements a Professional Development Plan for Administrative Services personnel.</li> <li>• Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</li> <li>• Conducts regular Meetings of Administrative Services staff for regular updates and work coordination.</li> <li>• Cultivate a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems.</li> </ul>
<p><b>Administrative Officer V (Budget Officer III)/ Budget Unit-Finance Division</b></p>	<p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>• Reviews and evaluates budget proposal submissions of the Schools Division, Schools and Learning Centers based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposals vis a vis prior year's budget/appropriation to guide the SDO management in allocation and approval.</li> <li>• Prepares budget proposals for the Schools Division, by consolidating the proposals of the various units of the SDO, Schools and Learning Centers.</li> </ul>



- Attends budget hearings/conferences and meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-a-vis prior year's budget/appropriation.
- Reviews/Refines justifications for budget proposals to attain the required funds.
- Implements needed budget revisions based on outcome of budget hearings
- Reviews, computes, and prepares special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims.
- Answer communications pertaining to budget queries.
- Support the preparation of the initial draft of the strategic plan of the schools division (DEDP) by the Division Planning Team by providing inputs on budgeting considerations.
- Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments or compute and provide inputs on the budgetary requirements of the Annual Plan
- Provide technical inputs towards the equitable distribution of critical resources (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc.) for management decision.

#### **Budget Execution**

- Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan.
- Certifies availability of allotments, monitors and records expenditures in appropriate registries.
- Coordinates with offices regarding their programs, projects and activities (PPA) for update and

status relative to funding and expenditure

- Evaluates statement of allotment obligations and balances for decision-making purposes.

#### **Budget Accountability and Reporting**

- Assist in the preparation of the Budget Accountability Reports (BAR) together with the Planning Officer III.
- Analyzes "Summary of Financial Reports" as to accuracy for submission to various agencies.
- Evaluates financial performance in accordance with the approved AIP/Work and Financial Plan.
- Provide technical support to the Division Planning Team in the preparation of the Annual Accomplishment Report of the schools division for submission to Regional Management.

#### **Budget Systems Maintenance, Monitoring and Evaluation**

- Recommends and prepares budget related guidelines and memorandums for approval and issuance of the SDS.
- Coordinates with various offices/project teams on the effective and uniform implementation of the budgetary controls systems
- Gathers information and feedback on the implementation of the budgeting system and prepares and submits findings and recommendations towards the improvement of the budgeting system.

#### **Technical Assistance**


- Gather data on needs and difficulties encountered by other personnel in the Division with regard to Budgeting. (Technical assistance needs)
- Provides technical assistance to School Heads and other Finance personnel of the Schools Division (Technical assistance interventions).
- Develop and implement orientations/ training/ seminars/ workshop to inform and build the capability of school divisions



	management and personnel in preparing budgets following guidelines of DepEd and other oversight agencies.
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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 (*with 25 pages or less*) to [personnel.calabarzon@deped.gov.ph](mailto: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](http://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) – 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 April 18, 2022. 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

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