



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

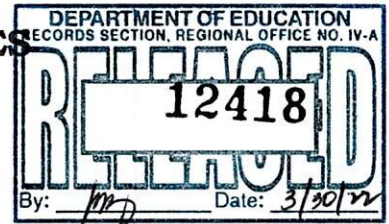


28 March 2022

**Regional Memorandum**

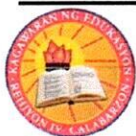
**ANNOUNCEMENT OF VACANCIES**

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.

<b>Position</b>	<b>DBM Plantilla Item No.</b>	<b>Salary Grade</b>	<b>Monthly Salary (NBC 579)</b>	<b>No. of Position /s</b>	<b>Place of Assignment</b>
Administrative Officer IV (Supply Officer II)	OSEC-DECSB-ADOF4-270008-2022	15	P35,097.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna
Administrative Officer IV	OSEC-DECSB-ADOF5-270009-2022	15	P35,097.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna
Administrative Officer IV (HRMO II)	OSEC-DECSB-ADOF5-270010-2022	15	P35,097.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna



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**Website:** depedcalabarzon.ph

					Pedro City, Laguna
Administrative Officer IV (Records Officer II)	OSEC-DECSB-ADOF5-270011-2022	15	P35,097.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna

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

Position	Education	Training	Experience	Eligibility
Administrative Officer IV (Supply Officer II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility
Administrative Officer IV	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility
Administrative Officer IV (HRMO II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility
Administrative Officer IV (Records Officer II)	Administrative Officer IV	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
<b>Administrative Officer IV (Supply Officer II)/ OSDS-Administrative Services - Supply and Property Unit</b>	<p><b>Policies, Standards, Guidelines, Systems</b></p> <ul style="list-style-type: none"> <li>• Develops and recommends policies, standards, guidelines, systems, tools and forms for use in the SDO regarding supply and property related activities.</li> <li>• Drafts memos and issuances on recommendations regarding policies, standards, guidelines, systems, forms for use in the SDO as approved by the SDS.</li> </ul> <p><b>Procurement and Acquisition</b></p> <ul style="list-style-type: none"> <li>• Prepares the Division Annual Procurement Plan, by collecting and consolidating the procurement plans of the various units of the</li> </ul>

schools division offices for approval of SDS and submission to DBM.

- Prepares an agency procurement request on a quarterly basis for validation by DBM as to availability of stocks to determine supplies to be procured from DBM depot or sourced outside.
- Prepare purchase orders based on APR and PR to procure the supplies needed.

#### **Delivery Inspection and Acceptance**

- Receives and physically inspects supply delivered to ensure adherences to quarterly and quality specs of items delivered.
- Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to supplier towards continuous improvement.

#### **Custodianship**

- Supervises maintenance of storage area for supplies and properties to ensure the security and safety of supplies.
- Approves issuance of supplies as prepared by Storekeeper based on requests of units in the schools division.
- Conducts inventory and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to establish accountability and inclusion of the property in the books of accounts.

#### **Disposal**

- Recommend disposal of waste materials and unserviceable equipment after conducting inspections on an annual basis to release accountability for unserviceable equipment and materials and deletion from accounting record.
- Keeps records of accountability of officials and employees on property issuances for issuance of clearance.

<p><b>Administrative Officer IV/ Administrative Services - Cash Unit</b></p>	<p><b>Cash Collection</b></p> <ul style="list-style-type: none"> <li>• Prepare, disburse and release approved checks based on prescribed procedures to fulfil payment obligations of the SDO.</li> <li>• Distribute to collecting and disbursing officers cash advances for salaries and wages and reviews statements of accounts and current and replenishment vouchers.</li> <li>• Review and finalize advice of checks issued and cancelled (ACIC) for submission to the Bureau of the Treasury and Authorized Government Depository Bank.</li> <li>• Records daily transactions to monitor the cash outflow and daily cash balance.</li> </ul> <p><b>Cash Disbursement Payment and Remittance</b></p> <ul style="list-style-type: none"> <li>• Acts as Regular Disbursing Officer for trainings/workshops and other activities of the SDO</li> <li>• Initiates and controls the preparation of checks to pay for DepEd obligations based on vouchers/claims signed by authorized signatories.</li> <li>• Release approved checks to payees</li> <li>• Secure and encash checks for cash advances</li> <li>• Supervise accounts for receipts and disbursements of funds.</li> <li>• Monitor liquidation of cash advances, petty cash and submit reports.</li> <li>• Remits mandatory contribution to BIR, GSIS, HDMF, and PhilHealth.</li> </ul> <p><b>Liquidation and Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepares liquidations of cash advance/Petty Cash Fund submitted for replenishment.</li> <li>• Prepares replenishment reports, collection and deposit reports and report of checks issued and cancelled.</li> <li>• Prepares monthly reports on the cash status of various accounts.</li> <li>• Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals.</li> <li>• Monitor to ensure the proper maintenance of records of cash receipts and disbursements</li> </ul>
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	<p>pursuant to government rules and regulations</p> <ul style="list-style-type: none"> <li>• Prepare accountable forms and ensures the proper use, maintenance and control of accountable forms (such as official receipts and petty cash vouchers).</li> </ul> <p><b>Secondary Duties</b></p> <ul style="list-style-type: none"> <li>• Performs other functions as may be assigned by the supervisor.</li> </ul>
<p><b>Administrative Officer IV (HRMO II)/ Administrative Services - Personnel Unit</b></p>	<p><b>Recruitment, Selection and Placement</b></p> <ul style="list-style-type: none"> <li>• Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies.</li> <li>• Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications for vacant positions.</li> <li>• Conduct initial evaluation of qualification of applicants and candidate for PSB deliberation.</li> <li>• Schedule applicants for interview by PSB and prepare supporting documents, data and materials needed in the selection process.</li> <li>• Supervise and participate in the preparation of short listed qualified applicants and the line-up of applicants in the PSB deliberation.</li> <li>• Compute and analyze the results of the PSB deliberation for them to be able to submit the shortlist of candidates for selection, including the one recommended for the position.</li> <li>• Posts list of newly appointed/promoted employees pursuant to existing rules and regulations.</li> <li>• Process hiring requirements for newly appointed personnel.</li> <li>• Entertain queries and complaints on selection and appointments.</li> <li>• Act as member of PSB to provide guidelines and opinions on recruitment, selection and hiring of personnel</li> </ul> <p><b>Personnel Actions</b></p> <ul style="list-style-type: none"> <li>• Process documents on personnel actions such as appointments,</li> </ul>

promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned.

- Recommend actions to the SDS through the AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents.
- Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents.

#### **Salary Administration and Personnel Records**

- Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.
- Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits.
- Compute necessary deduction for inclusion in the monthly payroll.
- Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA).
- Process and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel.
- Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.
- Support the AOV in representing the SDO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices.

**Benefits Administration**

- Apply the latest issuances on personnel benefits and communicates them to employees.
- Compute vacation service credits of teachers for accrual of leaves.
- Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment.
- Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes.
- Processes application for monetization of leave credits.
- Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS.

**Personnel Information System**

- Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization.
- Process applications for upgrading and reclassification of position to maintain the accuracy and relevance of the organization staffing pattern.
- Maintain a complete and updated personnel records of SDO office personnel both in the HRIS and in the 201 file.
- Oversee the maintenance and updating of Human Resource Information Management System (HRIS) and generates reports on personnel data (from the HRIS) as requested for various human resource management and development decisions.
- Oversee the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions.
- Certify records of employment for specific purpose (employment, scholarships, loans, and benefits).

<p><b>Administrative Officer IV (Records Officer II)/ OSDS- Administrative Services - Records Unit</b></p>	<p><b>Records Management System</b></p> <ul style="list-style-type: none"> <li>• Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records.</li> <li>• Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed.</li> <li>• Implement policies and guidelines on records disposition to determine the ultimate fate of various records.</li> <li>• Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records.</li> <li>• Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed.</li> <li>• Verify and certify documents emanating from the SDO or documents in possession.</li> </ul> <p><b>Receiving and Releasing</b></p> <ul style="list-style-type: none"> <li>• Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents.</li> <li>• Monitor critical documents received for the SDO for recording, routing, and tracking to be able to respond to management's queries on such documents.</li> </ul> <p><b>Documentation Authentication and Verification</b></p> <ul style="list-style-type: none"> <li>• Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Represents the agency in court to comply with subpoenas duces tecum.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Assist AO V in the preparation of annual reports and other required administrative reports.</li> <li>• Provide details and mechanics relevant to the schools division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition.</li> <li>• Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Conduct training/orientation on records management to staff in the schools division, schools and learning centers.</li> <li>• Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools division.</li> </ul> <p><b>Unit Performance</b></p> <ul style="list-style-type: none"> <li>• Assist AO V in planning, directing and supervising activities of Administrative Services.</li> <li>• Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements.</li> <li>• Provide feedback on the performance of the Administrative Aide assigned to Records.</li> </ul>
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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