



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



18 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
Attorney III	OSEC-DECSB-ATY3-270001-2021	21	P62,449.00	1	Regional Office IV-A CALABARZON
Accountant I	OSEC-DECSB-A1-270006-2015	12	P27,608.00	1	Regional Office IV-A CALABARZON
Administrative Aide VI	OSEC-DECSB-ADA6-270265-2004	6	P16,877.00	1	Regional Office IV-A CALABARZON
Administrative Aide IV	OSEC-DECSB-ADA4-270535-2004	4	P14,993.00	1	Regional Office IV-A CALABARZON

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

Position	Education	Training	Experience	Eligibility
Attorney III	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)
Accountant I	Bachelor's degree in Commerce/Business	None required	None required	RA 1080 (CPA)

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
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	Administration major in Accounting			
Administrative Aide VI	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
Administrative Aide IV	Completion of two-year studies in college	None required	None required	Career Service (Professional)/Second Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Attorney III/Office of the Regional Director – Legal Unit	<p>Impartial, Evidence-Based, and Speedy Disposition of Complaints and Cases (inclusive private school matters)</p> <ul style="list-style-type: none"> • Evaluates and makes recommendations on complaints • Evaluates and makes recommendations on matters/issues involving private schools • Conducts preliminary/fact finding investigation in sensitive and complex complaints, including matters concerning private schools • Appears in hearings/proceedings for the prosecution of administrative cases • Prepares resolution, formal charge, decision comment for cases on appeal and other pleadings • Drafts decisions and other actions on complaints filed against private schools <p>Effective and Efficient In-House General Legal Services</p> <ul style="list-style-type: none"> • Prepares legal opinion, interpretation and/or advice on laws, rules and regulations, and

	<p>policies concerning the Department</p> <ul style="list-style-type: none"> • Prepares/Recommends replies or actions on legal matters • Drafts/Reviews contracts, agreements and other legal instruments • Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction • Assists in cases handled by the Office of the Solicitor General • Appears in tribunals and administrative bodies in behalf of RO/SDO • Performs other functions as may be assigned by the appropriate authority <p>Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law</p> <ul style="list-style-type: none"> • Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules • Assists the Attorney IV in representations and coordination tasks for the Legal Unit <p>Legal Service to SDOs without Attorney III positions/appointees</p> <ul style="list-style-type: none"> • Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO
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| | <ul style="list-style-type: none"> • Assists Formal Investigating Committees during the Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested • Evaluates requests for clearance and certification on pendency and non-pendency of administrative case • Assists the Office of the Schools Division Superintendent in safeguarding the Department's rights and interests on school sites <ul style="list-style-type: none"> ○ Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of school sites ○ Prepares/Reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration) ○ Coordinates with appropriate authorities for issues/concerns relating to school sites ○ Conducts ocular inspection on school sites to validate issues and concerns. • Assists the OSDS in the timely submission of report on matters which are required by laws and rules • Leads and manages the work of the SDO Legal Unit. Plan/Organize the work of the Legal Unit (WFP and APP), as may be applicable • Performs other tasks as may be assigned by the SDS |
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Accountant I/Finance Division – Accounting Section	Financial Records and Reports <ul style="list-style-type: none"> • 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.
Administrative Aide VI/Administrative Division	Supplies and Material <ul style="list-style-type: none"> • Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management • Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources

- Prepare supplies and materials for issuance by the Supply Officer to requesting units
- Consolidate records on received and issued supplies and materials and prepare report on monthly balances

Properties and Equipment

- Help the Supply Officer in maintain an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts
- Determine serviceable properties and equipment requiring maintenance and repair in order to take appropriate action to extend its utilization
- Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference
- Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal
- Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations

Documents and Records

- Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference
- Recommend turning over to the Records Officer, critical

documents for archiving and safekeeping

Plots/Schedules Administrative Division Activities

- Schedules/Calendars
Administrative Division activities such as training and workshops, meetings/appointment 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

Record Management

- Receives, records and routes documents addressed to the Administrative Division 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

Administrative Support

- 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 Administrative Division
- Ensure security of office equipment and availability of office supplies

Administrative Aide IV (Administrative Division)
Messengerial and Photocopying

- Bring memos, documents to offices as assigned by the office Administrative Assistant
- Photo copy any collate documents as needed

Maintenance of RO Grounds and Facilities

- Conduct daily ground and landscape maintenance inspection using an inspection checklist and submits such to AA III
- Conduct daily office, building and facilities maintenance inspection checklist accomplished
- Collect data on utilities usage on a monthly basis and submit to AA III for analysis

Driving

- Drive the service vehicle to destinations as directed by Chief AO/AO IV

Vehicle Maintenance

- Keep the service vehicle in good condition and performs trouble shooting and maintenance activities as needed
- Recommend repair or replacement of damaged parts to AO IV and follow up to ensure vehicle serviceability at all times
- Prepare/Encode fuel and oil consumption and distance traveled and submits report to AO IV

Recording

- Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant
- Record and release documents for other offices as instructed by the Administrative Assistant

Communication

- Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take

	down the message and relay to the proper office staff
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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, 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) – 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 8, 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