

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



24 May 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 588)	No. of Position /s	Place of Assignment
Accountant I	OSEC-DECSB-A1-270006-2015	12	P27,608.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Dormitory Manager II	OSEC-DECSB-DORMG2-270004-2015	11	P25,439.00	1	Regional Office IV-A NEAP, Malvar, Batangas
Administrative Assistant I	OSEC-DECSB-ADAS1-270007-2015	7	P17,899.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
Accountant I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None Required	RA 1080 (CPA)



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@depd.gov.ph
Website: depedcalabarzon.ph

Dormitory Manager II	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant I	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
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 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 filed offices' reports. • Review the financial statements and related schedules.
Dormitory Manager II (Human Resource Development Division – NEAP)	RELC Training and Conference Facilities <ul style="list-style-type: none"> • Coordinate and publish schedule and calendar on utilization of training and conference facilities to serve as reference for RO staff and users. • Supervise assigning and set up of training and conference facilities according to client requirements.

	<ul style="list-style-type: none"> • Supervise the work of contracted personnel in cleaning and maintaining facilities. • Recommends and implements upon approval, an annual "Training Facilities Maintenance, Improvement and Upgrading Plans". <p>RELC Dormitories</p> <ul style="list-style-type: none"> • Prepared, recommends and implements upon approval "Policies and procedures in the Dormitories Use and Operations" to ensure efficient dormitory operations. • Oversees the preparation of Dormitory rooms based on reservation requests to ensure its readiness for occupancy • Oversees the billeting and room assignments of guests to ensure efficient dormitory operation and maximizing room occupancy. <p>RELC Grounds and Surroundings</p> <ul style="list-style-type: none"> • Set policies and operational guidelines and procedures on garbage and waste disposal to ensure cleanliness and sanitation and optimize waste recovery. • Oversee grounds upkeep and landscaping surrounding the vicinity of the RELC to maintain a conducive environment for learning.
<p>Administrative Assistant I - Education Support Services Division (ESSD)</p>	<p>Plots/Schedules ESSD Activities</p> <ul style="list-style-type: none"> • Schedules/calendars ESSD 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>Record Management</p> <ul style="list-style-type: none"> • Receives, records and routes documents addressed to the ESSD 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.


	<ul style="list-style-type: none"> • 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.
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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 **(in one [1] pdf.file)** 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 (for Career Service Professional or Sub-professional)/Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)**
- e. Detailed IPCRF (duly signed) – for 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
- h. Outstanding Accomplishments (Meritorious 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
- i. 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
- j. Certificate of Training/s attended (must be relevant to the position being applied for, and not credited during the last promotion)
- k. Latest approved appointment (if any)

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

6. **Application documents shall be accepted until June 7, 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 