

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



27 June 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	P62,449.0 0	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Accountant I	OSEC- DECSB-A1- 270006-2015	12	P27,608.0 0	1	Regional Office IV-A CALABARZON, Cainta, Rizal

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

Position	Education	Trainin g	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/Busines s Administration major in Accounting	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](http://depedcalabarzon.ph)  
 Document Inquiry : <https://r4a-teadoc.com/inquire>  
 Facebook: DepEd R-4A Calabarzon

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

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



	<p>actions on cases within its functional and administrative jurisdiction</p> <ul style="list-style-type: none"> <li>• Assists in cases handled by the Office of the Solicitor General</li> <li>• Appears in tribunals and administrative bodies in behalf of RO/SDO</li> <li>• Performs other functions as may be assigned by the appropriate authority</li> </ul> <p><b>Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law</b></p> <ul style="list-style-type: none"> <li>• Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules</li> <li>• Assists the Attorney IV in representations and coordination tasks for the Legal Unit</li> </ul> <p><b>Legal Service to SDOs without Attorney III positions/appointees</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Assists Formal Investigating Committees during the Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested</li> <li>• Evaluates requests for clearance and certification on pendency and non-pendency of administrative case</li> </ul>
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	<ul style="list-style-type: none"> <li>• 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"> <li>○ 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</li> <li>○ Prepares/Reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration)</li> <li>○ Coordinates with appropriate authorities for issues/concerns relating to school sites</li> <li>○ Conducts ocular inspection on school sites to validate issues and concerns.</li> </ul> </li> <li>• Assists the OSDS in the timely submission of report on matters which are required by laws and rules</li> <li>• 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</li> <li>• Performs other tasks as may be assigned by the SDS</li> </ul>
<b>Accountant I/Finance Division – Accounting Section</b>	<b>Financial Records and Reports</b> <ul style="list-style-type: none"> <li>• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>• Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> </ul>



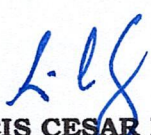
	<ul style="list-style-type: none"> <li>• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> <li>• Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>• Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> <li>• Review the financial statements and related schedules.</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. **Eligibility requirements:**
  - **Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC) – for Accountant I position;**
  - **Certificate of Membership in the Philippine Bar issued by the Supreme Court of the Philippines, and Certification from the Integrated Bar of the Philippines – for Attorney III position;**
- e. Performance Ratings (detailed and duly signed) – 3 consecutive years;
- f. Updated Service Record signed by authorized official;
- g. Certificate of Employment (COE) with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those under Job Order (JO) or Contract-of-Service (COS) status;



- h. Outstanding 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) and Diploma; Certification on Completed Academic Requirements (CAR) for Master's or Doctor's Degree certified/signed 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**); and
  - k. Latest approved appointment (if any).
5. Applicants must ensure that their documents are complete, and accurate.
6. **Application documents shall be accepted until July 12, 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 examination, 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  
