



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

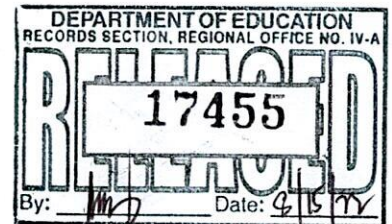


August 4, 2022

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
Engineer III	OSEC-DECSB-ENG3-270010-2015	19	P49,835.00	1	DepEd Regional Office IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Officer V (Supply Officer III)	OSEC-DECSB-ADOF5-270225-2004	18	P45,203.00	1	DepEd Regional Office IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal



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

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

Position	Education	Training	Experience	Eligibility
Engineer III	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080
Administrative Officer V (Supply 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:

Position/Division	KRAs/Duties and Responsibilities
Engineer III	<p>Policies and Standards for Educational Facilities</p> <ul style="list-style-type: none"> • Study local conditions and situations towards formulating policies and setting standards on educational facilities for the region. • Recommend regional policies as well as implementing rules and regulations to make operational national policies for dissemination through issuances, directives, guidelines and/or handbooks and manuals. <p>Regional Educational Facilities Building Program Learning Delivery</p> <ul style="list-style-type: none"> • Prepare procurement requirements for constructions to be done in the region as inputs to the Annual Procurement Plan. • Assist/coordinate in the procurement of resources for construction projects to ensure compliance with requirements for the Annual Procurement Plan. <p>Quality Assurance</p> <ul style="list-style-type: none"> • Checks the quality by which schools divisions monitor contractor's compliance of set standards based on their key inspection point reports and ocular visits. • Recommends changes in program of works as needed. • Inspects and recommends acceptance of completed projects in the regional office.

	<ul style="list-style-type: none"> • Inspects accepted projects of Division Office engineers and recommends corrective action. • Monitor/evaluate implementation of physical facilities programs/projects towards adjustments and continuous improvement in its implementation and outputs. <p>Technical Assistance</p> <ul style="list-style-type: none"> • Provide technical inputs in the assessment of BAC documents related to educational facilities. • Consolidate data from schools divisions to determine needs related to the provision of conducive learning environment such as: school buildings water and sanitation facilities, school furniture based on: database/inputs on project proposals, data validation, monitoring reports and TA needs assessments. • Provide technical assistance to schools divisions on: <ul style="list-style-type: none"> - procurement matters - demolition of buildings - site development plans - school building plans and specs
<p>Administrative Officer V (Supply Officer III)</p>	<p>Policies and Guidelines</p> <ul style="list-style-type: none"> • Draft and submit for approval regional memos and letters related to Asset Management policies and guidelines and disseminate such when approved. • Conduct periodic field monitoring and evaluation on the implementation of asset management (supply and property management) policies and guidelines in order to submit recommendations for enhancement and improvements. • Design/ localize forms and tools utilized for asset management to make it useful for the needs of the regional users. <p>Procurement and Acquisition</p> <ul style="list-style-type: none"> • Sign purchase requests upon verification from pertinent documents (e.g. procurement plan, etc.) and issues vouchers covering

property to be purchased Records Management.

- Monitor stock issuances and demands to ensure availability of critical items.
- Make recommendations in determining the kind and quality of supplies, materials and equipment to be purchased based on feedback from users, to get the best available product.

Custodianship

- Validates deliveries based on contract and Purchase Order (PO).
- Maintains custodianship of all records of property and assets of the regional office for operational and legal use.
- Conduct periodic inventory report of property and assets to assess their status and make recommendations as to actions needed by management.
- Recommend and procure insurance for valuable properties and assets of the company.
- Prepare and submit claims to insurance companies on damaged properties as necessary to recoup loss or make replacement.
- Keeps record of bondable and accountable employees and officials as basis for issuing clearance upon separation or retirement from the agency.

Asset Disposal

- Reviews disposal request based on recommendation.
- Endorses approval of disposal request.

Inventory Reports

- Leads and manage the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action.
- Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management.

- Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to management for actions and decisions.
- Monitors/obtains report of centrally procured textbook/management/ equipment delivered in the division/ school, integrates and analyzes report and submits recommendation to management based on findings.

Technical Assistance

- Conducts Property and Supply management (PSM) training to Schools Division Supply Officers and Property Custodian.
- Monitors SDO reports on PPE/ Inventory and Textbook Inventory and provides technical assistance when needed.


Performance Management

- Regularly monitors and evaluates employee performance.
- Provides coaching and guidance to the subordinates in the performance of their functions.
- Monitors and evaluates individual and unit performance against set targets and KPIs.
- Prepare and manage the work plan and budget for Asset Management Section and submit this to be part of the RO Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Asset Management services goals and targets.
- Integrate and submit accomplishment report of Asset Management Services to inform RO management of progress, issues, and challenges for corrective action.
- Conduct performance appraisal feedback and ratings on direct reports towards continues improvement of performance.
- Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and

	<p>communication critical to the operational efficiency and effectiveness of the section.</p> <ul style="list-style-type: none"> • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.
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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 (for Career Service Professional)/Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)**
 - e. Detailed IPCRF/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
 - 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 August 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.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-In-Charge, Office of the Regional Director
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