



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



2 December 2022

Regional Memorandum
No.790 s.2022

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
Administrative Officer V (Supply Officer III)	OSEC-DECSB-ADOF5-270225-2004	18	P45,203.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Accountant III	OSEC-DECSB-A3-270002-2006	19	P49,835.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Accountant I	OSEC-DECSB-A1-270006-2015	12	P27,608.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
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
Accountant III	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)



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Accountant I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None Required	RA 1080 (CPA)
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3. Below are the duties and responsibilities of the abovementioned positions:

Position/Division	KRAs/Duties and Responsibilities
Administrative Officer V (Supply Officer III)/ Administrative Services Division-Asset Management Section	<p>Policies and Guidelines</p> <ol style="list-style-type: none"> 1. Draft and submit for approval regional memos and letters related to Asset Management policies and guidelines and disseminate such when approved. 2. 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. 3. 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> <ol style="list-style-type: none"> 1. Sign purchase requests upon verification from pertinent documents (e.g. procurement plan, etc.) and issues vouchers covering property to be purchased 2. Monitor stock issuances and demands to ensure availability of critical items 3. 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

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

Asset Disposal

1. Reviews disposal request based on recommendation.
2. Endorses approval of disposal request.

Inventory Reports

1. 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.
2. Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management.
3. Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to

management for actions and decisions.

4. 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

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

Performance Management

1. Regularly monitors and evaluates employee performance
2. Provides coaching and guidance to the subordinates in the performance of their functions.
3. Monitors and evaluates individual and unit performance against set targets and KPIs.
4. Prepare and manage the work plan and budget for Asset Management Section and submit this to be part of the RO Budget.
5. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Asset Management services goals and targets.
6. Integrate and submit accomplishment report of Asset Management Services to inform RO management of progress, issues, and challenges for corrective action.
7. Conduct performance appraisal feedback and ratings on direct reports towards continues improvement of performance.


	<ol style="list-style-type: none"> 8. Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section. 9. Cultivate a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems.
Accountant III/Finance Division-Accounting Section	<p>Financial Records and Reports</p> <ol style="list-style-type: none"> 1. Analyze and verify consolidated financial statements, supporting schedules and reports by examining the accuracy, validity, and appropriateness of income, expenditure, and other transactions and checking the proper recording of such in the respective book of accounts so as to provide management with reliable and timely reports for making informed decisions and proper utilization of government funds for basic education. 2. Reviews and monitors periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers and the related account schedules to check status and quality assurance entries. 3. Coordinate with CO and other oversight/regulatory agencies on fund releases, transfers, and other reportorial requirements to ensure compliance in financial recording and reporting. 4. Prepares replies to Audit Observation Memorandum (AOM), requests and endorsements and other communications from other agencies. <p>Financial Systems Maintenance</p> <ol style="list-style-type: none"> 1. Develops and recommends for approval and issuance memos and guidelines related to the financial systems implementation and maintenance to guide personnel utilizing the system. 2. Conduct periodic review of the financial systems implemented in the schools division, schools and

	<p>learning centers by gathering feedback and checking adherence to procedures in order to recommend to DepEd finance and other oversight agencies (COA, DBM, DOF, etc.) system improvements and enhancements for effective downloading as well as internal control and safeguarding of government funds.</p> <ol style="list-style-type: none"> 3. Develop and issue reference materials and handbooks to make easy the implementation of the system in the SDO. <p>Technical Assistance</p> <ol style="list-style-type: none"> 1. Serves as facilitator, resource speaker and consultant for training and development on accounting/budgetary/auditing matters <p>Unit's Performance</p> <ol style="list-style-type: none"> 1. Acts as Chief of Section. 2. Gives instructions and guidance in work methods and procedures of lower level accounting clerks
<p>Accountant I (Payroll)/Finance Division- Accounting Section</p>	<p>Payroll of RO, SDO and non-IUs</p> <ol style="list-style-type: none"> 1. Coordinate payrolls and salary checks/ATMs of all public elementary and non-IUs secondary school teachers and non-teaching personnel. 2. Issue remittances of authorized deductions and maintain records of the same. 3. Coordinate with other government agencies like GFI's, BIR, on pay related matters. <p>Financial Records</p> <ol style="list-style-type: none"> 1. Maintain the journals and books of accounts and registries by checking the accuracy and completeness of entries. 2. Ascertain that transaction have been properly recorded in books. 3. Prepare financial statements made. 4. Prepare the journal voucher 5. Prepare draft trial balances, monthly statements of income and expenditure and other financial statements. 6. Prepare schedules to support statements of accounts and other financial statements for


	<p>incorporation in the books of accounts or progress reports.</p> <p>7. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.</p>
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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 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), and additional sheet/s for Work Experience 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 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), duly authenticated Certification on Completed Academic Requirements (CAR) by the School Registrar or School Authorized Official, and Diploma
 - 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 December 16, 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 the **schedule of assessment** composed of written examination (On-the-Job test/Skills test), and interview (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
Regional Director




ps/msbo

(Inclosure to Regional Memorandum dated Dec. 2, 2022)

ASSESSMENT PLAN

Administrative Officer V (Supply Officer III)

Plantilla Item No: OSEC-DECSB-ADOF5-270225-2004

Accountant III

Plantilla Item No: OSEC-DECSB-A3-270002-2006

Accountant I

Plantilla Item No: OSEC-DECSB-A1-27006-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication	HRMO	December 2, 2022	n/a
Last day of receiving of application	Secretariat	December 16, 2022	n/a
Initial assessment/ screening of applications	AO IV	December 16, 2022- January 9, 2023	15
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	January 10, 2023	1
Preliminary Meeting with the HRMPSB	HRMPSB/AO IV/ Secretariat	January 11, 2023	1
HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	January 12, 13 & 16, 2023	3
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	January 17, 18 & 19, 2023	3
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	January 20-23, 2023	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	January 24-26, 2023	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	January 27-31, 2023	3
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	February 1, 2023	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	February 2-10, 2023	7
Email signed CAR to applicants for information and acknowledgment	AO IV	February 13-14, 2023	2

Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	February 15-17, 2023	3
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	February 15-17, 2023	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	February 20, 2023	1