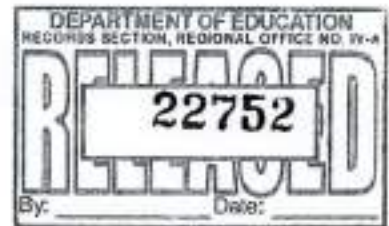




Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



14 December 2022

Regional Memorandum

No.809 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 588) | No. of Position/s | Place of Assignment |
|---|------------------------------|--------------|--------------------------|-------------------|--|
| Administrative Officer IV (Budget Officer II) | OSEC-DECSB-ADOF4-270288-2004 | 15 | P35,097.00 | 1 | Regional Office IV-A CALABARZON, Cainta, Rizal |
| Administrative Aide IV (Clerk II) | OSEC-DECSB-ADA4-270536-2004 | 4 | P14,993.00 | 1 | Regional Office IV-A CALABARZON, Cainta, Rizal |
| Administrative Aide III (Clerk I) | OSEC-DECSB-ADA3-270364-2004 | 3 | P14,125.00 | 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 IV (Budget Officer II) | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility |
| Administrative Aide IV (Clerk II) | Completion of two years studies in College | None required | None required | Career Service (Sub-professional)/ |



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|-----------------------------------|--|---------------|---------------|---|
| | | | | First Level Eligibility |
| Administrative Aide III (Clerk I) | Completion of two years 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 |
|---|---|
| Administrative Officer IV (Budget Officer III)/Finance Division-Budget Section | <p>Budgeting System</p> <ol style="list-style-type: none"> 1. Assist and provide technical inputs in installing and implementing in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency. 2. Assist and provide technical inputs in the conduct of orientations and workshops on the budgeting system. 3. Provide technical inputs in the drafting of memos and issuances related to the budgeting system and process for the signature of the RD (e.g. call for budget, budget guidelines, etc.) 4. Assist in coordinating with various units/projects for effective and uniform budgetary controls system and implemented agreements. 5. Assist and provide technical inputs in conducting periodic review of the budgeting system and recommended improvements. <p>Budget Preparation</p> <ol style="list-style-type: none"> 1. Perform initial review of budget proposal submissions of the various organizational units in the RO based on formulated guidelines, budget execution documents and accountability reports and submit a draft comparative analysis of current budget proposals vis a vis prior year's budget/appropriation with notes on the reason for variance for the evaluation of AO V-Budget. 2. Consolidate the budget proposals submitted by the various units in the RO and the SDOs and prepare notes and justifications for the |


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| | <p>review and evaluation of the Regional AO V-Budget Officer III.</p> <ol style="list-style-type: none"> 3. Provide technical support to AO V-Budget Officer III during budget hearings/conferences and meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-a-vis prior year's budget/appropriation. <p>Budget Execution</p> <ol style="list-style-type: none"> 1. Prepare draft evaluation and identifies cost efficiency of various units in the utilization of budget against their work and financial plan for validation and evaluation of AO V-Budget Officer III. 2. Prepare certification on availability of allotments and records expenditures in appropriate registries. 3. Monitor the fund transfers to implementing units and other government agencies for education related programs and projects implementation. 4. Evaluate utilization of budget (WFP) and drafts status report for management. <p>Budget Accountability and Reports</p> <ol style="list-style-type: none"> 1. Gather budget accountability reports of various units and prepare the consolidated reports. 2. Prepare financial reports related to the budgeting system for submission to various agencies. |
| <p>Administrative Aide IV (Clerk II)/Administrative Services Division-Asset Management Section</p> | <p>Supplies and Material</p> <ol style="list-style-type: none"> 1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management. 2. 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 |

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| | <p>preservation and safety of material resources.</p> <ol style="list-style-type: none"> 3. Prepare supplies and materials for issuance by the Supply Officer to requesting units. 4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances. <p>Properties and Equipment</p> <ol style="list-style-type: none"> 1. Help the Supply Officer in maintaining 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. 2. Determine serviceable properties and equipment requiring maintenance and repair in order to take appropriate action to extend its utilization. 3. Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference. 4. 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. 5. Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations. |
| <p>Administrative Aide III (Clerk I)/Administrative Services Division-General Services Unit</p> | <p>Clerical</p> <ol style="list-style-type: none"> 1. Perform a variety of skills clerical tasks, receives and processes job request or trip tickets following establish rules and regulations. 2. Endorse communication to proper offices 3. Keep time records of employees |

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| | <p>Messengerial</p> <ol style="list-style-type: none"> 1. Perform general messengerial work, collect/segregate incoming and outgoing correspondence, documents, packages, office supplies and materials. <p>Filing</p> <ol style="list-style-type: none"> 1. Perform clerical tasks such as filing cards, sorting mail, maintaining simple records or maintaining small stock of office supplies. |
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4. Interested qualified applicants is requested to **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 hrmpsb.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 January 9, 2023. 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

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(Inclosure to Regional Memorandum dated Dec. 14, 2022)

ASSESSMENT PLAN

Administrative Officer IV (Budget Officer II)

Plantilla Item No: OSEC-DECSB-ADOF4-270288-2004

Administrative Aide IV (Clerk II)

Plantilla Item No: OSEC-DECSB-ADA4-270536-2004

Administrative Aide III (Clerk I)

Plantilla Item No: OSEC-DECSB-ADA3-270364-2004

| ACTIVITIES | RESPONSIBLE | INDICATIVE SCHEDULE | NO. OF WORKING DAYS |
|---|--|--------------------------------------|---------------------|
| Publication | HRMO | December 14, 2022 to January 9, 2023 | n/a |
| Last day of receiving of application | Secretariat | January 9, 2023 | n/a |
| Initial assessment/screening of applications | AO IV | January 9-27, 2023 | 15 |
| Submission of Shortlist of qualified applicants to the HRMPSB | AO IV | January 30, 2023 | 1 |
| Preliminary Meeting with the HRMPSB | HRMPSB/AO IV/ Secretariat | January 31, 2023 | 1 |
| HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking) | HRMPSB/AO IV/Secretariat | February 1, 2 & 3, 2023 | 3 |
| Conduct of the Written examination/On-the-Job (OTJ)/Skills Test | HRMPSB/AO IV/Secretariat | February 6, 7 & 8, 2023 | 3 |
| Check the written exam/OTJ/skills test | HRMPSB/End-user (Chief) | February 9-10, 2023 | 2 |
| HRMPSB deliberation and preparation of Comparative Assessment Result (CAR) | HRMPSB/AO IV/Secretariat | February 13-15, 2023 | 3 |
| Route the CAR to the HRMPSB for signature | HRMPSB/AO IV/Secretariat | February 16-20, 2023 | 3 |
| Submission of the final CAR to the Office of the Regional Director, and requesting instruction | AO IV | February 21, 2023 | 1 |
| - Conduct of Background Investigation (BI) | Upon the request of the Appointing Authority | February 22-28, 2023 | 5 |
| Email signed CAR to applicants for information and acknowledgment | AO IV | March 1-2, 2023 | 2 |

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|---|-------------------|-----------------|---|
| Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment | AO IV | March 3-7, 2023 | 3 |
| Forward to the Office of the ARD/RD the notification letter for initial/signature | Personnel Section | March 3-7, 2023 | |
| Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same | AO IV | March 8, 2023 | 1 |