

Personnel-RM-2024-699

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

30 September 2024

Regional Memorandum

No.699 s.2024

**ANNOUNCEMENT OF VACANCIES FOR ACCOUNTANTS I,
DRAFTSMAN II, ADMINISTRATIVE AIDE VI AND
ADMINISTRATIVE AIDE IV POSITIONS**

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 594)	No. of Position /s	Place of Assignment
Accountant I	OSEC-DECSB-A1-270005-2015	12	P30,705.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC-DECSB-A1-270006-2015				
Draftsman II	OSEC-DECSB-DFM2-270008-2015	8	P20,534.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-270263-2004	6	P18,255.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-270536-2004	4	P16,209.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
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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)
Draftsman II	Completion of 2 years studies in College or High School graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 11, s 1996, Cat. II), Career Service (SubProfessional)/ First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of 2 years studies in College	None required	None required	Career Service (SubProfessional)/ First Level Eligibility
Administrative Aide IV (Clerk II)	Completion of 2 years studies in College	None required	None required	Career Service (SubProfessional)/ First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Accountant I (2 positions)/ 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, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and

	<p>systematic compilation of various accounting information.</p> <ul style="list-style-type: none"> • 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 field offices' reports. • Reviews the financial statements and related schedules.
<p>Draftsman II/Education Support Services Division (ESSD)</p>	<p>Drawings and Blueprints</p> <ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work. <p>Physical Facilities Cost Estimates</p> <ul style="list-style-type: none"> • Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.
<p>Administrative Aide VI (Clerk III)/Administrative Services Division-Personnel Section</p>	<p>Scheduling of Administrative Division Activities</p> <ul style="list-style-type: none"> • Schedules/calendars Administrative Division 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 Administrative Division 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. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.


	<ul style="list-style-type: none"> • 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. <p>Administrative Support</p> <ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials. • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of Administrative Division. • Ensure security of office equipment and availability of office supplies. <p>Secretariat/Frontline</p> <ul style="list-style-type: none"> • Travel bookings made • Appointment, venue, meals arranged • Received/routed calls • Visitors responded to • Follow through on inquiries
<p>Administrative Aide IV (Clerk II)/Administrative Services Division-Asset Management Section</p>	<p>Supplies and Material</p> <ul style="list-style-type: none"> • Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management. • 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 preservation and safety of material resources. • Prepare supplies and materials for issuance by the Supply Officer to requesting units. • Consolidate records on received and issued supplies and materials and prepare report on monthly balances. <p>Properties and Equipment</p> <ul style="list-style-type: none"> • Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment

	<p>(computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts.</p> <ul style="list-style-type: none"> • Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization. • Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference. • 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. • Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.
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4. Interested qualified applicants are required to register via <https://career.depedcalabarzon.ph> by selecting the position being applied for, and upload the scanned documents in **PDF file** arranged as follows:
- a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
 - b. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - f. Photocopy of Certificate/s of Training attended;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents

submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, notarized by authorized official; and

- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
5. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.
6. **Enclosures No. 4 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions, and No. 5 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order 7, s. 2023** shall be used in the evaluation of documents for said positions.
7. Applicants must ensure that their documents are complete, and accurate.
8. **Application documents shall be accepted until October 14, 2024. 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.**
9. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
10. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Incls.: As stated

(Inclosures to Regional Memorandum dated September 30, 2024)

ASSESSMENT PLAN**Accountant I**

Plantilla Item No.: OSEC-DECSB-A1-270005-2015

Plantilla Item No.: OSEC-DECSB-A1-270006-2015

Draftsman II

Plantilla Item No.: OSEC-DECSB-DFM2-270008-2015

Administrative Aide VI

Plantilla Item No.: OSEC-DECSB-ADA6-270263-2004

Administrative Aide IV

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

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	September 30- October 14, 2024	n/a
Last day of receiving of application	Secretariat	October 14, 2024 (Monday)	n/a
Initial assessment/screening of applications	AO IV	October 15-18, 2024 (Tue-Fri)	4
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	October 21, 2024 (Monday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	October 22-24, 2024 (Tue-Wed)	3
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	October 25&28, 2024 (Thurs & Mon)	2
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat	October 25&28, 2024 (Thurs & Mon)	
Check the Written examination and Skills or Work Sample Test	HRMPSB/End- user (Chief)	October 29-30, 2024 (Tue-Wed)	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	October 31 & November 4, 2024 (Thurs & Mon)	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	November 5-6, 2024 (Tue-Wed)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	November 7, 2024 (Thurs)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	November 8&11, 2024 (Fri & Mon)	2

Email signed CAR to applicants for information and acknowledgment	AO IV	November 12, 2024 (Tuesday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	November 13, 2024 (Wednesday)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	November 14-15,2024 (Thurs-Fri)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	November 18, 2024 (Wednesday)	1
Total			24

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit			
b. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act			
c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 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, if applicable			
f. Updated Service Record signed by authorized official, if applicable			
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. Photocopy of last appointment, if applicable			
i. Photocopy of authenticated Transcript of Records including graduate/post-graduate and/or authenticated Certification on CAR by the School Registrar or School Authorized Official			
j. Copy of Certificates of Training attended (must be relevant to the position being applied for, and not credited during the last promotion)			
k. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			

Attested:

 Human Resource Management Officer
OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONTENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.