



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



10 February 2025

Regional Memorandum

No.98 s.2025

ANNOUNCEMENT OF VACANCIES FOR EDUCATION PROGRAM SUPERVISOR, ADMINISTRATIVE OFFICER V (CASHIER III), ACCOUNTANT I AND DRAFTSMAN II 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 579)	No. of Position /s	Place of Assignment
Education Program Supervisor	OSEC-DECSB-EPSVR-270008-2015	22	P78,162.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Officer V (Cashier III)	OSEC-DECSB-ADOF5-270222-2004	18	P51,304.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Accountant I	OSEC-DECSB-A1-270006-2015	12	P32,245.00	2	DepEd Region IV-A CALABARZON,



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Certificate No. PHP QMS
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	OSEC- DECSB-A1- 270004-2015				Gate 2 Karangalan Village, Cainta, Rizal
Draftsman II	OSEC- DECSB- DFM2- 270008-2015	8	P21,448.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in education or other relevant degree Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)
Administrative Officer V (Cashier III)	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional/ (Second Level 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. I), Career Service (SubProfessional)/ First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Education Program Supervisor/ Quality Assurance Division	<p data-bbox="778 360 1278 426">Quality Assurance Standards and Policy Formulation & Adoption</p> <ul data-bbox="826 437 1374 1884" style="list-style-type: none"> <li data-bbox="826 437 1374 773">• Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QAM&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS). <li data-bbox="826 777 1374 1152">• Designs QA-M&E processes and tools to operationalize the QMS framework of the region Coordinates the development of regional guidelines/standards/ tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers). <li data-bbox="826 1163 1374 1367">• Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems. <li data-bbox="826 1378 1374 1515">• Facilitates group processes for the review of existing national standards for its localization as appropriate to the region. <li data-bbox="826 1526 1374 1707">• Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processe. <li data-bbox="826 1719 1374 1884">• Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region. <p data-bbox="778 1923 991 1957">Progress M&E</p> <ul data-bbox="826 1968 1374 2129" style="list-style-type: none"> <li data-bbox="826 1968 1374 2129">• Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g. Regional Monitoring, Evaluation, and

	<p>Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement.</p> <ul style="list-style-type: none"> • Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division. • Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards. • Prepares M&E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions. • Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/project goals and objectives. <p>Results M&E</p> <ul style="list-style-type: none"> • Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators. • Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes. • Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges □ Prepare the regional and compliance to educational quality standards. • Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to
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	<p>requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school.</p> <ul style="list-style-type: none"> • Identify, gather data/research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others. <p>Coordination with Other RO Units</p> <ul style="list-style-type: none"> • Assists Chief of QAD in communicates M&E results to concerned FDs/Units and schools division management teams. • Participates in designing and crafting REDP that will set the strategic directions for the region. • Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region. <p>Technical Assistance</p> <ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region. <p>Unit Performance</p> <ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD. • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit. • Gets involved in the review of the work systems and processes to
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	ensure optimum productivity and efficiency of the unit.
Administrative Officer V (Cashier III)/ Administrative Services Division - Cash Section	<p>Policies and Guidelines</p> <ul style="list-style-type: none"> • Monitor and gather feedback and observation on implementation of policies and procedures on cash management and cash safety and recommend guidelines and issuances to strengthen cash management. • Monitor adherence to policies and guidelines in the proper use, maintenance and control of accountable forms such as official receipts, petty cash vouchers and take corrective action on deviations and misuse of such. <p>Cash Collection</p> <ul style="list-style-type: none"> • Review records and cash registry book for all types of collections to ensure that maintenance of records of cash receipts (and disbursements) are according to government rules and regulations. • Takes custody of all cash funds and verifies, reviews and consolidates collection reports to ensure proper accounting and reporting of collected cash. • Deposit daily collection or whenever the amount reaches the maximum allowable collection on hand, note trends in daily cash position and submit report and recommendations. • Implement control procedures or take corrective actions on discrepancies, to safeguard said funds. • Manage and account for cash and checks collections from LGU fund transfer, registration fees and sales of bid documents for inclusion in reporting of cash inflow. • Records and maintains updated cash registry book for all types of collections as reference document on cash inflow. <p>Disbursement and Remittances</p> <ul style="list-style-type: none"> • Initiates and controls the preparation of checks to pay for DepEd obligations based on vouchers/claims signed by authorized signatories.

- Release approved checks to payees.
- Secure and encash checks for cash advances.
- Supervise accounts for receipts and disbursements of funds.
- Monitor liquidation of cash advances, petty cash and submit reports.

Salaries and Wages

- Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals.
- Draw cash advances for salaries and wages, seminars/workshops.
- Verify salaries, overtime pay and travelling expenses vouchers.
- Undertake payroll distribution and other disbursements.
- Computes and deducts insurance premium, government taxes and other payroll deductions.
- Pays salaries and wages and other disbursements /Controls payroll and prepares vouchers for salaries and wages.
- Prepares payment of cash for payrolls and vouchers/ Supervises the preparation of payrolls, vouchers and pay envelopes.

Reports

- Store accountable forms in safe and secure area prevent theft and inappropriate use of the forms.
- Monitor issuance and submit reports to establish accountability and appropriate use.
- Prepare replenishment reports, collection and deposit reports and report of checks issued and cancelled for accounting purposes.
- Prepare Report on Utilization of Cash to account for cash advances received and spent for accounting purposes.
- Verify posting of cash advances, disbursements, collections and deposits.
- Prepare statement of cash accountability.
- Keep summary balance of monthly cash disbursements ceiling.
- Prepare remittance advice.

Unit Performance

	<ul style="list-style-type: none"> • Prepare and manage the work plan and budget for Cash Section and submit this to be part of the RO Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Cash services goals and targets. • Integrate and submit accomplishment report of Cash 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 communication critical to the operational efficiency and effectiveness of the section. • Cultivate a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems.
<p>Accountant I (2 positions)/ Finance Division - Accounting Section</p>	<p>Financial Records and Reports</p> <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 systematic compilation of various accounting information. • 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. <ul style="list-style-type: none"> • Reviews the financial statements and related schedules.
Draftsman II/Education Support Services Division (ESSD)	Drawings and Blueprints <ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work. Physical Facilities Cost Estimates <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.

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 a compressed PDF file up to 100mb only**, 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 February 24, 2025. 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

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Incls.: As stated

No

08C/ROA/P4

(Inclosures to Regional Memorandum dated February 10, 2025)

ASSESSMENT PLAN**Education Program Supervisor**

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

Administrative Officer V (Cashier III)

Plantilla Item No.: OSEC-DECSB- ADOF5-270222-2004

Accountant I

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

Plantilla Item No.: OSEC-DECSB-A1-270004-2015

Draftsman II

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

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	February 10-24, 2025	n/a
Last day of receiving of application	Secretariat	February 24, 2025	n/a
Initial assessment/screening of applications	AO IV	February 25-28, 2025 (Tue-Fri)	4
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	March 3, 2025	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	March 4-7, 2025 (Tue-Fri)	4
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	March 10-13, 2025 (Mon-Thu)	4
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	March 10-13, 2025 (Mon-Thu)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	March 14, 2025 (Fri)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	March 17-19, 2025 (Mon-Tue)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	March 20-21, 2025 (Thu-Fri)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	March 24, 2025 (Mon)	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	March 25-26, 2025 (Tue-Wed)	2

Email signed CAR to applicants for information and acknowledgment	AO IV	March 27, 2025 (Thu)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 28, 2025 (Fri)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 31 & April 1, 2025 (Mon-Tue)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	April 2, 2025 (Wed)	1

Total

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Annex C

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/ HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.