



Personnel-RM-2026-425

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

30 June 2026

Regional Memorandum

No.425 s.2026

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION
PROGRAM SUPERVISOR, ACCOUNTANT I AND
ADMINISTRATIVE ASSISTANT III
(SENIOR BOOKKEEPER)
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
Education Program Supervisor	OSEC- DECSB- EPSVR- 270014-2010	22	P81,796.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Accountant I	OSEC- DECSB-A1- 270006-2015	12	P33,947.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB- ADAS3- 270002-2015	9	P24,329.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

					Village, Cainta, Rizal
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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)
Accountant I	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* *In light of the SHS Modeling Program which was implemented as early as SY 2014-2015 (per CSC Resolution No. 2500229, promulgated 06 March 2025)	4 hours of relevant training	1 year of relevant experience	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/ Human Resource Development Division (HRDD)	HR Strategic Plans and Policies Assists the Chief in conceptualizing, developing and implementing HRD framework, strategic plan and policies and localizing mechanisms of HRD systems to guide region and schools division in managing and developing its human resources.

- Conduct needs assessment, research and benchmark studies as basis for regional policy recommendations towards improving the management and development of the region's human resource.

Search, Recruitment, Selection and Placement

- Monitor the schools divisions in their implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource development, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job.
- Design process and tools to gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job)
- Design processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits.
- Design processes and tools to monitor the conduct of orientation of new employees.

Professional and Career Development

- Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and in availing of its products and services.
- Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRD development plan and for designing interventions.
- Define and update Competency Models for the various job groups in the region to ensure relevant development tracks.
- Assess professional and competency development needs of employees against the Competency

	Models of current or desired positions as basis for his/her development track. • Design Curriculum Programs for the various job groups of the region to provide a road map development programs to be taken by incumbents to ensure the development of required competencies. • Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track. • Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services. • Coordinate, conduct, training programs according to its design and budget. and evaluate such programs periodically. • Continuously search for scholarship opportunities for personnel in the region. • Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization. • Design professional and career development programs and prepare training packages that are needs-based, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools division human resource. • Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data. • Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions.
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Succession

- Operationalize the system for identifying candidate pools for critical positions in the region and schools divisions towards the preparation of a succession plan.
- Design and implement Leadership Development interventions for high-potential candidates for vacated leadership positions.
- Monitor the implementation of Retirement Programs for employees

Performance Management

- Review the Performance Management System and Guidelines and Rewards and Recognition Programs to recommend mechanisms for localizing systems, policies and guidelines to adapt the systems to the situation in the region and align to its development directions while ensuring consistency with the national policies and standards.
- Design and Conduct Performance Management System orientation and training of managers and staff to ensure proper implementation.
- Design information materials and conduct orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals.
- Assess Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization.

Employees Welfare

- Develop and manage Employee Welfare Strategies.
- Conduct studies to identify the needs of employee groups according to life and career stage, gender, work conditions, etc. as basis for employee welfare programs.

	• Recommend enhancements to recognition and reward programs to maintain applicability and relevance. • Recommend employee welfare adjustments based on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations. • Publish relevant issuances and other documents on personnel management (Personnel handbook of information) Technical Assistance • Work with a cross-functional team of ES to identify the needs of an assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the HRD functional division team to identify and provide HRD interventions to respond to HRD related concerns of the schools divisions in the region.
Accountant I/ Finance Division-Accounting Section	Financial Records and Reports • 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. • Reviews the financial statements and related schedules.

Administrative Assistant III (Senior Bookkeeper)/Finance Division-Accounting Section	Financial Records and Reports • Prepares the financial and accountability reports for submission to the Management, Commission on Audit, Department of Budget and Management and other oversight agencies. • Prepares schedules to support the financial statements/reports. • Keeps the books of original entry and books of final entry. • Posts financial transactions from the books of original entry to the general ledger. • Foots and balances the general ledger and keeps various subsidiary ledgers. • Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances. • Prepares correspondence on financial and bookkeeping matters. • Monitors release of cash advances to both elementary and secondary schools without complete set of books. • Coordinating tasks as maybe assigned by the immediate supervisor.
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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 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. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed 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 of Overall General Weighted Average (GWA) Rating;
- g. Photocopy of Certificate/s of Training attended;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

- i. Photocopy of latest appointment, if applicable;
 - j. 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;
 - k. 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
 - l. 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 July 13, 2026. 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.


CARLITO D. ROCAFORT
 Director IV

Incls.: As stated

08C/ROA/P4



(Inclosures to Regional Memorandum dated June 30, 2026)

ASSESSMENT PLAN**Education Program Supervisor**

Plantilla Item No.: OSEC-DECSB-EPSVR-270014-2010

Accountant I

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

Administrative Assistant III (Senior Bookkeeper)

Plantilla Item No.: OSEC-DECSB-ADAS3-270002-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	June 30 to July 13, 2026	n/a
Last day of receiving of application	Secretariat	July 13, 2026 (Monday)	n/a
Initial assessment/screening of applications	AO IV	July 14-16, 2026 (Tue-Wed)	3
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	July 17, 2026 (Thursday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	Education Program Supervisor: July 24, 2026 (Friday)	1
		Accountant I and Administrative Assistant III (Senior Bookkeeper): July 31, 2026 (Friday)	1
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	Education Program Supervisor: August 6, 2026 (Thursday)	1
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat	Accountant I and Administrative Assistant III (Senior Bookkeeper): August 11, 2026 (Tuesday)	1
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	August 12-14, 2026 (Wed-Fri)	3
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat		2

Route the CAR to the HRMP SB for signature	HRMP SB/AO IV/Secretariat	August 19-20, 2026 (Wed-Thu)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	August 21, 2026 (Friday)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	August 24-25, 2026 (Mon-Tue)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	August 26, 2026 (Wednesday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	August 27, 2026 (Thursday)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	August 28 to 31, 2026 (Fri & Mon)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	September 1, 2026 (Tuesday)	1
Total			23

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 (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. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2025) 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/Report of 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 available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of last appointment, if applicable			
h. Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
i. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled			

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