



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



Personnel-RM-2024-795

04 November 2024

Regional Memorandum

No.795 s.2024

**ANNOUNCEMENT OF VACANCIES FOR SUPERVISING
ADMINISTRATIVE OFFICER, ACCOUNTANT I,
ADMINISTRATIVE ASSISTANT I,
AND ADMINISTRATIVE AIDE VI
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
Supervising Administrative Officer	OSEC-DECSB-SADOF-270010-2015	22	P74,836.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Accountant I	OSEC-DECSB-A1-270004-2015	12	P30,705.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-270002-2015	7	P19,365.00	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
22 93 0085

Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-270265-2004	6	P18,255.00	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
Supervising Administrative Officer	Bachelor's degree	16 hours of relevant training	At least 3 years of 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)
Administrative Assistant I (Secretary I)	Completion of two years studies in College	None required	None required	Career Service (SubProfessional)/ First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of two 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
Supervising Administrative Officer/Administrative Services Division	<p>Policies And Guidelines</p> <ul style="list-style-type: none"> Monitor implementation of policies and guidelines issued on administrative matters and seek feedback on its effectiveness. Recommend and prepare draft guidelines and issuances on Administrative Services matter needed in the RO. <p>Salary And Benefits Administration</p> <ul style="list-style-type: none"> Monitor the accuracy of salaries and benefits given to employees and respond to queries pertaining to salary /benefit claims. Validate claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.

- Support the AOV in representing the RO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices.

Maintenance of RO grounds and facilities

- Assist in developing and implementing plans on RO office configurations and utilization through consultation with the various offices in the RO, gathering data and technical inputs.
- Search for providers of Janitorial Services for the RO, monitor contract, and provide feedback with the service provider on the quality of service provided.
- Assist in developing and implementing a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation.
- Develop a standard for Physical Facilities maintenance. and monitor implementation and adherence.
- Monitor and ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.)
- Assist in developing and implementing an RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities.

Work Plans

- Consolidated work plans and budget per section

Performance Management

- Review and recommendation on Performance ratings rating of the direct reports of AO V

Capability Building for Admin Services

- Assistance to the Chief in the Orientation of all Staff on the Functions, Expected Outputs and Work Systems per Section or Unit

Structures And Systems

- Technical Inputs to establish and maintain work systems and standards per section
- Tools and processes for Systems Review and Up keep

Note: The Assistant Chief will provide support to the Chief in the execution of these functions in his/her respective office and level.

Planning

- Prepares and submits for approval the Annual Work Plan of the concerned office.
- Implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office.
- Submits to superior for approval and consolidation into the DepEd Budget.
- Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs.

Performance Management

- Implements the approved Work Plan and Budget of the office.
- Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.
- Regularly monitors and evaluates the office performance according to its KRAs and targets.
- Initiates and proposes action plans to address issues and concerns. Reviews existing processes, systems and procedures and recommends improvements to enhance efficiency and effectiveness of the office.

People Management

- Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.
- Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of

their functions. Provides recommendations for additional training and development interventions for team members with leadership potential.

- Provides coaching and guidance to the subordinates in the performance of their functions.
- Monitors and evaluates individual and team performance against set targets and KPIs.
- Conducts performance evaluation for subordinates.
- Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel actions

Management Reports

- Validates and finalizes all communications, dispatches and reports related to the transactions given action by the office to ensure clarity and completeness
- Provides technical inputs and feedback on transactions given action or activities undertaken by the office for management information and decision-making.

Management of Finance and Administrative Matters

- Ensures that the office has sufficient resources (e.g. office space, equipment, furniture, supplies, etc.) for efficient operations and implementation of programs and projects.
- Monitors the implementation of projects and programs to ensure completion according to plan or specifications within the required time and budget.
- Monitors office and staff compliance with DepEd and government rules and regulations on financial and administrative transactions, i.e. liquidations of cash advances and Travel Expense Vouchers (TEVs); annual submission of Statements of Assets and Liabilities, others

Secondary Duties

- Performs other duties as may be assigned by superior.

<p>Accountant I/ 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. • Reviews the financial statements and related schedules.
<p>Administrative Assistant I (Secretary I) Administrative Services Division</p>	<p>Secretarial/ Frontline and Administrative Support</p> <ul style="list-style-type: none"> • Schedules and keep track of Administrative Services meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time • Received/routed calls • Visitors responded to • Follow through on inquiries • Prepare or encode into electronic format word documents and other presentation materials. • Provide assistance and administrative support to training and conferences as assigned. • Coordinate preparation of documents and supporting documents and forms needed in the operation of Administrative Services. • Prepare requests for office equipment and office supplies for Administrative Services.

	<p>Records Management</p> <ul style="list-style-type: none"> • Receive, record and route documents addressed to Administrative Services 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. • Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
<p>Administrative Aide VI (Clerk III) 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 (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts. • 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.
- 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.

Documents and Records

- Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference.
- Recommend turning over to the Records Officer, critical documents for archiving and safekeeping.

Plots/Schedules Administrative Division Activities

- 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.

Record Management

- 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.
- 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.
--	--

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 November 18, 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

¹⁶
08C/ROA/P4

(Inclosures to Regional Memorandum dated November 4, 2024)

ASSESSMENT PLAN

Supervising Administrative Officer

Plantilla Item No.: OSEC-DECSB-SADOF-270010-2015

Accountant I

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

Administrative Assistant I

Plantilla Item No.: OSEC-DECSB-ADAS1-270002-2015

Administrative Aide VI (Clerk III)

Plantilla Item No.: OSEC-DECSB-ADA6-270265-2004

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	November 4-18, 2024	n/a
Last day of receiving of application	Secretariat	November 18, 2024 (Monday)	n/a
Initial assessment/screening of applications	AO IV	November 19-22 2024 (Tue-Fri)	4
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	November 25, 2024 (Monday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	November 26-28,2024 (Tue-Thurs)	3
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	November 29, December 2-3, 2024 (Fri, Mon-Tue)	3
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat	November 29, December 2-3, 2024 (Fri, Mon-Tue)	
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	December 4-5, 2024 (Wed-Thurs)	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	December 6 & 9, 2024 (Fri & Mon)	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	December 10-11, 2024 (Tue-Wed)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	December 12, 2024 (Thurs)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	December 13 & 16, 2024 (Fri & Mon)	2

Email signed CAR to applicants for information and acknowledgment	AO IV	December 17, 2024 (Tuesday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	December 18, 2024 (Wednesday)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	December 19-20, 2024 (Thurs-Fri)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	December 23, 2024 (Monday)	1

Total

25

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