




Republic of the Philippines
Department of Education
REGION V - BICOL

NOTICE

TO : All Interested Qualified Applicants

FROM : 
GILBERT T. SADSAD
Regional Director

SUBJECT : ANNOUNCEMENT OF VACANCY

DATE : February 14, 2020

DEPARTMENT OF EDUCATION
REGIONAL OFFICE NO. V
RAVISO, LEGASPI CITY

FEB 14 2020
RECEIVED
DepEd Division Office - Catanduanes
RECORDS SECTION
Date: 02/18/2020
Time: 3:49
Initial/Signature: F

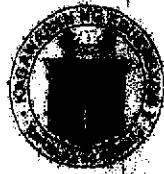
We are pleased to inform you that in view of the promotion of its incumbent, the position of **Administrative Officer IV (Budget Officer II)** with item number **OSEC-DECSB-ADOP4-390003-2004** at the **Finance Division-Budget Section**, this Office is now open for ranking to all interested qualified applicants.

Please find in a separate sheet the details (**Salary Grade/Annual Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, and Major Tasks (Duties and Responsibilities)**) of the above-cited position, for your guidance. Copy of this notice can be downloaded from our DepEd website at www.deped.gov.ph/regions/region-v.

Application letters, together with the following supporting documents for ranking (with tabbing, following the arrangement of the requirements as listed below) must be submitted to the Personnel Section on or before **5:00 pm of February 28, 2020**.

1. Personal Data Sheet (CS Form 212, Revised 2017) **together with the Work Experience Sheet**
2. Eligibility / Report of Board Rating and PRC Certification of Good Standing
3. Performance rating for the last 3 rating periods
4. Updated Service Record
5. Copy of the previous appointment and/or Certificate of Employment (for private employees)
6. Copy of a Designation in a form of an Office Memo/Order (government employees); Certification re Designation (private employees)
7. Outstanding accomplishments *
 - a. Outstanding Employee Award
 - b. Innovations
 - i. with a permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)
 - c. Research and Development Projects
 - i. with a permit to conduct research from appropriate office
 - ii. copy of the research
 - iii. report on outcome of research (if available)

Ch. March 2011



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- e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
 - i. letter of invitation/memorandum/program of activities
 - ii. certificate of recognition/commendation
- 8. Transcript of Records / Special Order
- 9. In-service trainings / seminars *
- 10. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any) *
- 11. Chair/Co-Chair in a technical/planning committee, if any*

* In-service specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective the last appointment

Note: Photocopied documents must be authenticated by the Records Officer III, this Office upon presentation of the original documents.

Following the promotion of an Equal Employment Opportunity Principle, this Office considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliation, disability or any other characteristic protected by law.

The schedule of activities pertaining to the pre-evaluation of documents, final evaluation of documents, interview and further assessment by the HRMPSB will be disseminated later.

Please be advised accordingly.



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

MEMORANDUM
OSDS-UM-02-19-20/mbf

February 19, 2020

MEMORANDUM TO:

- Public Schools District Supervisors
- Elementary & Secondary School Heads
- Administrative Officers
- Non-Teaching Personnel
- All Other Concerned

RELEASED

DepEd. Division of Catanduanes
RECORDS SECTION

Date: 12/21/2020

Time: 10:53

Initial/Signature: [Signature]

For your information and guidance.

[Signature]
DANILO E. DESPI

VACANCY ANNOUNCEMENT

Position: Administrative Officer IV (Budget Officer II)	Salary Grade: 15
Annual Salary: Php 384,636.00	Place of Assignment: Finance Division-Budget Section
Item No.: OSEC-DECSB-ADOF4-390003-2004	No. of Vacancy/ies: One (1)

REQUIREMENTS	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional)/ Second Level Eligibility

GENERAL OFFICE FUNCTIONS
 The Finance Division provide the Regional Office and Schools Division Offices accurate and timely financial advice, information and service to ensure equitable allocation, judicious spending and efficient utilization of fiscal resources

JOB PURPOSE
 Provides support and assistance to the Budget Section of the regional office and implementing units

- MAJOR TASKS (Duties and Responsibilities)**
- Budgeting System**
- 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.
 - Assist and provide technical inputs in the conduct of orientations and workshops on the budgeting system
 - 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.)
 - Assist in coordinating with various units/projects for effective and uniform budgetary controls system and implement agreements.
 - Assist and provide technical inputs in conducting periodic review of the budgeting system and recommended improvement
- Budget Preparation**
- Perform initial review of budget proposals of missions 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.
 - Consolidate the budget proposals submitted by the various units in the RO and the SDOs and prepare notes and justifications for the review and evaluation of the Regional AO V-Budget Officer III.
 - 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 of the budget proposals vis-a-vis prior year's budget/appropriation.
- Budget Execution**
- 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.
 - Prepare certification on availability of allotments and records expenditures in appropriate registries
 - Monitor the fund transfers to implementing units and other government agencies for education related programs and projects implementation
 - Evaluate utilization of budget (WFP) and drafts status report for management.
- Budget Accountability and Reports**
- Gather budget accountability reports of various units and prepare the consolidated reports
 - Prepare financial reports related to the budgeting system for submission to various agencies