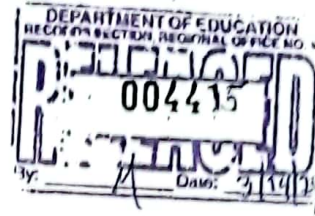




Republic of the Philippines
Department of Education
 REGION V - BICOL



13 Mar 2024

REGIONAL MEMORANDUM
 No. **000316**, s. 2024

ANNOUNCEMENT OF VACANCIES

To : Schools Division Superintendents/OIC-SDSs
 Division/Section/Unit Chiefs of this Office
 All DepEd RO Employees
 All Others Concerned

1. We are pleased to inform you that the following positions are now open for ranking to all interested qualified applicants.

NO.	POSITION	PLACE OF ASSIGNMENT
1	Supervising Administrative Officer	Finance Division
2	Accountant I	Finance Division-Accounting Section
3	Administrative Officer II	Administrative Division-Personnel Section
4	Administrative Officer I	Administrative Division-Asset Management Section

2. 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 through the Records Section **on or before 5:00 PM of March 26, 2024.**

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- 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 records 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 Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;



[Handwritten Signature]

Regional Center Site, Rawls, Legazpi City 4500

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- 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 attached form (*Annex A*), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, such as but not limited to:
 - i. 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;

The components of Outstanding Accomplishments are as follows:

- a. Awards and Recognition;
 - b. Research and Innovation;
 - c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
 - d. Resource Speakership/Learning Facilitation; and
 - e. NEAP Accredited Learning Facilitator
- ii. Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (2i) is not relevant to the position to be filled, if applicable.
3. Individuals who failed to submit complete mandatory documents (items 2a to 2j) 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 2k) shall not warrant exclusion from the pool of official applicants.
4. No additional documents shall be accepted after the set deadline.
5. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item 2j), duly signed by the applicant. The HRMO shall check and verify the completeness, authenticity, and veracity of the documents



submitted. Any false and fraudulent document submitted shall be grounds for disqualification.

7. An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from the submission of documentary requirements listed in item no. 2.

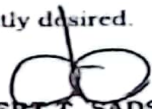
8. This Office shall adopt an Open Ranking System and documents will be evaluated using Enclosure No. 5 to DepEd Order No. 7, s. 2023, titled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*", copy enclosed.

9. Please find in separate sheets the details (Salary Grade/Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities)) of the above-cited positions, for your guidance. Copy of this memorandum can be downloaded from our DepEd website at depedregion5.net and Facebook page at DepEd Region V - Bicol.

10. The Department of Education Regional Office No. V 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 affiliations, disability, or any other characteristic protected by law. This Office likewise upholds the value of equality and diversity in all elements of its recruitment, selection, and placement systems and adopts the Equal Employment Opportunity Principle (EEO).

11. 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.

12. Widest dissemination of this Memorandum is earnestly desired.


GILBERT A. SADSAD
Regional Director

References: DepEd Order No. 19, s. 2022
DepEd Order No. 7, s. 2023
Republic Act No. 7041
CSC MC No. 14, s. 2018

To be indicated in the Perpetual Index
under the following subjects

HIRING QUALIFICATIONS EVALUATION

AD FS/mab
03/13/2024



March 20, 2024

TO: **Chief Education Supervisors**
OSDS Unit Heads
Secondary/Elementary School Heads
All Others Concerned

For information and guidance.

By Authority of the Schools Division Superintendent


CECILE C. FERRO
Assistant Schools Division Superintendent
Office-In-Charge



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POSITION PROFILE	
Position: Supervising Administrative Officer	Salary Grade: 22
Monthly Salary: Php 71,511.00	Place of Assignment: Finance Division
Item No.: OSEC-DECSB-SADOP-390025-2014	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor's Degree relevant to the job
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional)/Second Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Finance Division provides the Regional Office units and Schools Division Offices (SDOs) with accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.	
JOB PURPOSE	
The position is responsible for assisting the Chief Administrative Officer in providing financial advice to the Regional Director and other regional personnel. The position is also responsible for the installation and implementation of financial systems to support regional plans.	
MAJOR TASKS (Duties and Responsibilities)	
FINANCE, BUDGET, PAYROLL SYSTEMS	
<ul style="list-style-type: none"> • Install and implement in the region the required financial systems (budgeting, accounting, payroll processing, and reporting) for improved productivity, efficiency, and timely completion of government transactions • Prepare and consolidate budget proposals including supporting justifications and explanations • Prepare/process the following: <ul style="list-style-type: none"> ○ Fund estimates to support the Region's plans and programs subject to set budgetary ceilings and assist in the execution and control of the approved budget of the Region; and ○ Payrolls and salary checks/ ATMs of all public elementary and non-IU's secondary school teachers and non-teaching personnel, including remittances of authorized deductions and maintain records of the same, coordinate with other government agencies like GFI's, BIR, etc... ○ Financial transactions • Certify as to the availability of funds and/or allotments. • Maintain the books of accounts and registries. • Prepare, consolidate, and submit financial statements and other accountability reports • Provide the Regional Director with the necessary advice, assistance, and services on budgetary, financial management matters; • Develop and establish procedures for monitoring and supervision of schools divisions financial resources • Formulate, in coordination with the RDC, the budget to support the regional educational plan which shall take into account the educational plans of the divisions 	
TECHNICAL ASSISTANCE TO FIELD OPERATING UNITS	
<ul style="list-style-type: none"> • In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services 	
FINANCIAL MONITORING AND EVALUATION	
<ul style="list-style-type: none"> • Monitor and assess the schools divisions regarding: <ul style="list-style-type: none"> ○ Resource mobilization and utilization; and ○ Compliance with the existing rules and regulations 	

POSITION PROFILE	
Position: Accountant I	Salary Grade: 12
Monthly Salary: Php 29,165.00	Place of Assignment: Finance Division- Accounting Section
Item No.: OSEC-DECSB-A1-390024-2014	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None required
Eligibility	RA 1080
GENERAL OFFICE FUNCTIONS	
The Finance Division provides the Regional Office units and Schools Division Offices (SDOs) with accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.	
JOB PURPOSE	
Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations	
MAJOR TASKS (Duties and Responsibilities)	
FINANCIAL RECORDS AND REPORTS	
<ul style="list-style-type: none"> • Prepare periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Check the accuracy, validity, and appropriateness of income and expenditure transactions. • Supervise and monitor the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitor the safekeeping of accounting records, documents, correspondences, and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinate with the Budget Division/Unit in the determination and verification of the existence of Accounts Payable/unpaid obligations. • Assist higher-level Accountants in the analysis, verification, and consolidation of field offices' reports. • Review the financial statements and related schedules. <ul style="list-style-type: none"> ○ Prepare periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ○ Check the accuracy, validity, and appropriateness of income and expenditure transactions. ○ Supervise and monitor the maintenance of journals, general ledgers, subsidiary ledgers, and related account schedules. ○ Monitor the safekeeping of accounting records, documents, correspondences, and reports, and ensure maximum security and systematic compilation of various accounting information. ○ Coordinate with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. ○ Assist higher-level Accountants in the analysis, verification, and consolidation of field offices' reports. 	

POSITION PROFILE	
Position: Administrative Officer II	Salary Grade: 11
Monthly Salary: Php 27,000.00	Place of Assignment: Administrative Division- Personnel Section
Item No.: OSEC-DECSB-ADOF2-390012-2019	No. of Vacancy/ies: One (1)
QUALIFICATIONS	
Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) / Second Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services.	
JOB PURPOSE	
The position shall be responsible for payroll management and consolidation of payroll-related reports. It shall also provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the region.	
MAJOR TASKS (Duties and Responsibilities)	
SALARY ADMINISTRATION AND PERSONNEL RECORDS	
<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary / benefit claims. • Compute necessary deductions for inclusion in the monthly payroll. • Compute salary adjustment based on the new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Assist in the processing and release of special orders for leaves, travel, transfers, reinstatements, and non-compensatory time off of office personnel. • Compute claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommend appropriate action. 	
BENEFITS ADMINISTRATION	
<ul style="list-style-type: none"> • Draft memoranda on the latest issuances on personnel benefits • Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes • Process application for monetization of leave credits • Recommend necessary actions on an application for leaves (sick, vacation, study, scholarships, and training). • Assist in the processing of applications for loans with GSIS, Pag-Ibig, and private lending institutions. 	
PERSONNEL INFORMATION SYSTEM	
<ul style="list-style-type: none"> • Assist in updating the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect the current staffing pattern of the organization. • Maintain complete and updated personnel records of RO office personnel both in the HRIS and in the 201 file. • Assist in the maintenance and updating of the Human Resource Information Management System (HRIS) and generate reports on personnel data (from the HRIS) as requested for various human resource management and development decisions. • Assist in the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 files of employees as reference for various human resource management and development decisions. 	
OTHER DUTIES	
<ul style="list-style-type: none"> • Perform other functions as may be assigned by the immediate supervisor. 	

POSITION PROFILE	
Position: Administrative Officer I	Salary Grade: 10
Monthly Salary: Php 23,176.00	Place of Assignment: Administrative Division- Asset Management Section
Item No.: OSEC-DECSB-ADOF1-390004-2004	No. of Vacancy/ies: One (1)
QUALIFICATIONS	
Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) / Second Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Administrative Services Division (ASD) provides RO and stakeholders with client-focused administrative support services	
JOB PURPOSE	
To assist the AO V-Asset management section in providing services to the management and staff of the RO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance, and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and, facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space	
MAJOR TASKS (Duties and Responsibilities)	
POLICIES, STANDARDS, GUIDELINES, SYSTEMS	
<ul style="list-style-type: none"> ▪ Draft and submit suggestions related to Asset Management policies and guidelines based on observations from operations and feedback from clients/users for the consideration of AO V -Asset Management Section. ▪ Provide inputs to the design/ localization of forms and tools utilized for asset management to make it useful for the needs of the regional users. 	
PROCUREMENT AND ACQUISITION	
<ul style="list-style-type: none"> ▪ Perform phases of supply management functions such as procurement of supplies and materials at DBM-PS, equipment, and others using various modes of procurement ▪ Determine actual needs of requesting parties, check requisitions, and prepare agency procurement requests (APR) based on existing stocks and needs ▪ Make a canvass of competitive prices of goods in the open market, prepare an abstract of bids in case of an alternative mode of procurement ▪ Prepare contracts/purchase orders 	
CUSTODIANSHIP	
<ul style="list-style-type: none"> ▪ Check and receive deliveries based on contract and Purchase Order (PO). ▪ Check and account deliveries based on contracts/purchase orders or any appropriate document either locally/division/region/central office procured or donated and store them accordingly ▪ Issue items to end users using appropriate forms such as ICS, ARE, IRP, RIS, etc. ▪ Ensure safety and proper storage of SME while in custody ▪ Preparation of Requisition for SME requested by other offices in the region ▪ Maintain stocks, conduct inventory, maintain accurate records of all properties, and prepare reports as to items issued every month, inventory reports, etc. 	
ASSET DISPOSAL	
<ul style="list-style-type: none"> ▪ Segregate unserviceable PPEs. ▪ Recommend the disposal of unserviceable PPEs. ▪ Prepare and maintain periodic disposal reports. 	

MAJOR TASKS (Duties and Responsibilities)

INVENTORY REPORTS

- Lead and manage the conduct of the physical count of plant, properties, and equipment and submit a report with recommendations to management for decisions and action.
- Review Inventory Reports of Supplies, Materials, and Equipment and conducts random ocular checks on such to validate reports and recommendations to management.
- Review Inventory Report of Unserviceable Properties and Waste Materials and submit to management for actions and decisions.
- Monitor/obtain report of centrally procured textbook/management/ equipment delivered in the division/ school, integrate, and analyze report, and submit recommendation to management based on findings

9