



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 May 2023


DIVISION MEMORANDUM

No. 257 s. 2023

**ANNOUNCEMENT OF VACANCIES IN REGIONAL OFFICE IV-A CALABARZON**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to Regional Memorandum No. 272 s. 2023 dated May 17, 2023, this office informs the field on the vacancy in Regional Office IV-A CALABARZON. Interested and qualified applicants regardless of Gender, Civil Status, Religion, Disability, ethnicity or political affiliations should signify their interest in writing in the said office not later than **May 31, 2023**.
2. Attached is the Regional Memorandum for your reference.
3. Immediate dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: Regional Memorandum No. 272 s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

N/A

OSDS Personnel Unit- announcement of vacancies in regional office IV-A calabarzon  
None/May 26, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>





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



Personnel-RM-2023-272

17 May 2023

Regional Memorandum

No.272 s.2023

ANNOUNCEMENT OF VACANCIES

To Regional Office Officials and Employees  
Schools Division Superintendents  
All Others Concerned

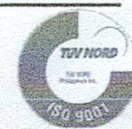


1. This is to announce vacancies in the Regional Office for positions listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position /s	Place of Assignment
Accountant II	OSEC-DECSB-A2-270007-2015	16	P39,672.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Accountant I	OSEC-DECSB-A1-270006-2015	12	P29,165.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Education Program Specialist II	OSEC-DECSB-EPS2-270002-2020	16	P39,672.00	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



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

Position	Education	Training	Experience	Eligibility
Accountant II	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)
Accountant I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Education Program Specialist II	Bachelor's degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET; Teacher; Career Service (Professional); Appropriate Eligibility for Second Level Position

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

Position/Division	KRAs/Duties and Responsibilities
<b>Accountant II/Finance Division</b>	<b>Financial Records and Reports</b> <ul style="list-style-type: none"> <li>• Prepares journal entries, reports, letters, endorsements, and memoranda.</li> <li>• Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports.</li> <li>• Supervises the reconciliation of the books of accounts.</li> <li>• Supervises, reviews and revises the work of subordinates.</li> <li>• Supervises the preparation of financial reports.</li> <li>• Analyzes financial statements made by assistants and helpers.</li> <li>• Maintains discipline and efficiency of subordinates.</li> <li>• Reviews periodic Financial Statements and other related reports.</li> <li>• Reviews the accuracy, validity and appropriateness of income and expenditure transactions.</li> </ul>



	<ul style="list-style-type: none"> <li>• Reviews and monitors the maintenance of journals, general ledgers, subsidiary ledgers and the related account schedules.</li> <li>• Reviews the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> <li>• Reviews the existence of Accounts Payable/unpaid obligations.</li> <li>• Reviews the consolidated reports of field offices and supporting schedules.</li> <li>• Reviews the correctness of Financial Statements and schedules.</li> <li>• Coordinates with CO, RO, DO and other concerned oversight/regulatory agencies on fund releases and other reportorial requirements.</li> <li>• Prepares replies to AOM, requests, indorsements and other communications from other agencies.</li> <li>• Serves as facilitator, resource speaker and consultant on budgeting and other financial related training workshops.</li> <li>• Provides technical assistance and supervises the special disbursing officer of school with incomplete set of books.</li> <li>• Assists the agency head in depending DO budget proposals/estimates.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Prepares monitoring tool and assist as facilitator, resource speaker and consultant for training and development on accounting/budgetary/auditing matters.</li> </ul>
<b>Accountant I/Finance Division</b>	<p><b>Financial Records and Reports</b></p> <ul style="list-style-type: none"> <li>• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>• Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> </ul>



	<ul style="list-style-type: none"> <li>• Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>• Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> <li>• Reviews the financial statements and related schedules.             <ul style="list-style-type: none"> <li>➤ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>➤ Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>➤ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>➤ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> <li>➤ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>➤ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> </ul> </li> </ul>
<b>Education Program Specialist II/Human Resource Development Division</b>	<b>Program Development and Delivery</b> <ul style="list-style-type: none"> <li>• Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context.</li> <li>• Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors.</li> </ul> <b>Program Evaluation</b> <ul style="list-style-type: none"> <li>• Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of program and service providers in the Region.</li> </ul>



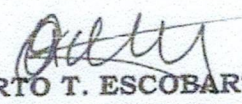
	<ul style="list-style-type: none"> <li>• Conduct evaluation of PD interventions within the Region.</li> </ul> <p><b>Liaison</b></p> <ul style="list-style-type: none"> <li>• Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs).</li> <li>• Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO.</li> </ul> <p><b>Secondary Duties</b></p> <ul style="list-style-type: none"> <li>• Perform other functions as assigned.</li> </ul>
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4. Interested qualified applicants are advised to hand-in or send via courier the **duly authenticated documents with “ear tags”** addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, or email the scanned copy to [hrmpsb.calabarzon@deped.gov.ph](mailto:hrmpsb.calabarzon@deped.gov.ph), 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. 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](http://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) – 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 (TOR) 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); and
- 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.



5. **Enclosure No. 5 (pages 1-18) of DepEd Order 7, s. 2023** entitled "Guidelines on Recruitment, Selection and Appointment in the Department of Education" shall be used in the evaluation of documents for said positions.
6. Applicants must ensure that their documents are complete, and accurate.
7. **Application documents shall be accepted until May 31, 2023. 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.**
8. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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(Inclosure to Regional Memorandum dated May 17, 2023)

### ASSESSMENT PLAN

#### **Accountant II**

Plantilla Item No.: OSEC-DECSB-A2-270007-2015

#### **Accountant I**

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

#### **Education Program Specialist II**

Plantilla Item No.: OSEC-DECSB-EPS2-270002-2020

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	May 17-31, 2023	n/a
Last day of receiving of application	Secretariat	May 31, 2023 (Wednesday)	n/a
Initial assessment/screening of applications	AO IV	May 31-June 2, 2023 (Wed, Thurs. & Fri)	3
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	June 5, 2023 (Monday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	June 8-9, 2023 (Thurs-Fri)	2
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	June 13-14, 2023 (Tues-Wed)	3
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	June 14-15, 2023 (Wed-Thurs)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	June 16, 2023 (Friday)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	June 19-20, 2023 (Mon-Tues)	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	June 21-22, 2023 (Wed-Thurs)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	June 23, 2023 (Friday)	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	June 26-27, 2023 (Mon-Tues)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	June 28, 2023 (Wednesday)	1



Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	June 29-30, 2023 (Thurs-Fri)	2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	June 29-30, 2023 (Thurs-Fri)	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	July 3, 2023 (Monday)	1
Total			21



## 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. 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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
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.