



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 October 2026

DIVISION MEMORANDUM

No. **690** s. 2026

**ANNOUNCEMENT OF VACANCIES FOR ACCOUNTANT I, STATISTICIAN I,
DRAFTSMAN II, ADMINISTRATIVE ASSISTANT I (SECRETARY I)
AND ADMINISTRATIVE AIDE VI (CLERK III) IN
REGIONAL OFFICE IV-A CALABARZON**

To: 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. 675, s. 2026** dated October 14, 2026, this Office informs the field of the vacancies in Regional Office IV-A CALABARZON.
2. 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 **October 28, 2026**.
3. Attached is the Regional Memorandum for your reference.
4. Immediate dissemination of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

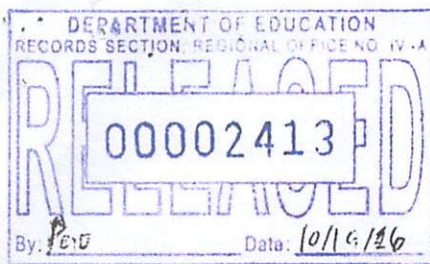
Encl: As stated

Reference: Regional Memorandum no. 675, s. 2026

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

RECRUITMENT

OSDS Personnel Unit – announcement of vacancies for accountant i, statistician i, draftsman ii, administrative assistant i (secretary i) and administrative aide vi (clerk iii) in regional office iv-a calabarzon
PEREII39-003133/October 21, 2026



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



Personnel-RM-2026-675

14 October 2026

Regional Memorandum

No.675 s.2026

**ANNOUNCEMENT OF VACANCIES FOR ACCOUNTANT I,
STATISTICIAN I, DRAFTSMAN II, ADMINISTRATIVE
ASSISTANT I (SECRETARY I) AND ADMINISTRATIVE
AIDE VI (CLERK III) 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
Accountant I	OSEC- DECSB-A1- 270006-2015	12	P33,947.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Statistician I	OSEC- DECSB- STAT1- 240001-1998	11	P31,705.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Draftsman II	OSEC- DECSB- DFM2- 270008-2015	8	P22,423.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-270001-2015	7	P20,914.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-270012-2015	6	P19,716.00	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
Accountant I	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Statistician I	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Draftsman II	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or	4 hours of relevant training	1 year of relevant experience	Draftsman (MC No. 10, s 2013 - Cat. II)

	Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)			
Administrative Assistant I (Secretary I)	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)	None required	None required	Career Service (SubProfessional) /First Level Eligibility
Administrative Aide VI (Clerk III)	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)	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
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.
Statistician I/Policy, Planning and Research Division	Education Data Management System • Encode into the data base system reliable and updated basic education data to generate reliable and updated reports. • Maintain a functional basic education information system by regular data clean up and system maintenance to make data available at all times. • Analyze user request for data and process education data in different formats (tabular, graphical, etc.) to respond to user requirement. Specific to the EBEIS • Generate EBEIS-QC, EBEIS-PI, EBEIS-SSM • Compile Form 3 by School Division for validation purposes. • Consolidate June enrolment data per week for media updates and

	Weekly Reports on Enrolment to DepEd CO. • Organize data from BEIS and reports for data needed by the stakeholders/ Researchers. • Update Records of NAT Results for planning. • Organize data of the BEIS-PI to determine the education outcomes. • Validate EBEIS Data for the Situational Analysis including Educational Resources. • Organize EBEIS data for Report Cards to the Congressmen, City Mayors, and Governors. Research • Analyze data requirement according to the objective of the research study and processed data in required format to be easily understood.
Draftsman II/Education Support Services Division	Drawings and Blueprints • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work. Physical Facilities Cost Estimates • Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.
Administrative Assistant I (Secretary I)/Finance Division	Plots/Schedules Finance Division Activities • Schedules/calendars Finance Division/Accounting Section activities such as, meetings/appointments of the Chief with other offices and with staff, visits to the schools, division, etc, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. Records Management • Receives, records and routes documents addressed to the Finance Division/Accounting Section 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. Administrative Support • 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 Finance Division. Secretariat/Frontline • Prepares clearances and certifications upon request for the signature of proper authorities. • Coordinates travel bookings of staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned. • Receives and routes incoming calls to or logs information and notifies the concerned party. • Greets and entertains office visitors and responds to their needs. • Logs concerns brought to the office and follow through on inquiries. • Perform other functions that may be assigned by superiors.
Administrative Aide VI (Clerk III)/ Administrative Services Division-Personnel Section	Salary Computation • Prepare draft and/or final payroll of RO for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability. • Prepare payroll remittance advice. • Prepare payslips on the final payroll pre-audited by Accounting

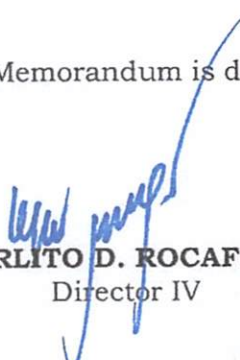
	and forward to Cashier for distribution. • Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc Record Management • Receives, records and routes documents addressed to the Administrative Division by logging and attaching a routing slip before forwarding to the appropriate person 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. Administrative Support • 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. Secretariat/Frontline • Travel bookings made • Appointment, venue, meals arranged • Received/routed calls • Visitors responded to • Follow through on inquiries
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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. Duly accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); 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 (acquired after the last promotion but within the last five (5) years);
 - 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. Other documents as may be required by the HRMPSB for comparative assessment, including 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 last issuance of appointment; and
 - Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(j) is not relevant to the position being filled, if applicable.
5. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.l) 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.m) shall not warrant exclusion from the pool of official applicants.
6. **Enclosures 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 October 28, 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

mb
08C/ROA/P4

(Inclosures to Regional Memorandum dated October 14, 2026)

ASSESSMENT PLAN

Accountant I

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

Statistician I

Plantilla Item No.: OSEC-DECSB-STAT1-240001-1998

Draftsman II

Plantilla Item No.: OSEC-DECSB-DFM2-270008-2015

Administrative Assistant I (Secretary I)

Plantilla Item No.: OSEC-DECSB-ADAS1-270001-2015

Administrative Aide VI (Clerk III)

Plantilla Item No.: OSEC-DECSB-ADA6-270012-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	October 14-28, 2026	n/a
Last day of receiving of application	Secretariat	October 28, 2026 (Wednesday)	n/a
Initial assessment/screening of applications	AO IV	October 29 to November 4, 2026 (Thu-Wed)	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	November 5, 2026 (Thursday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	November 6-12, 2026 (Fri-Thu)	5
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	November 13-18, 2026 (Fri-Wed)	4
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat		
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	November 19-23, 2026 (Thu-Mon)	3
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	November 24-26, 2026 (Tue-Thu)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	November 27-30, 2026 (Fri-Mon)	2
Submission of the final CAR to the Office of the Regional	AO IV	December 2, 2026 (Wednesday)	1

Director, and requesting instruction	Upon the request of the Appointing Authority	December 3-4, 2026 (Thu-Fri)	2
Conduct of Background Investigation (BI)			
Email signed CAR to applicants for information and acknowledgment	AO IV	December 7, 2026 (Monday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	December 8, 2026 (Tuesday)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	December 9-10, 2026 (Wed-Thu)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	December 11, 2026 (Friday)	1

Total

31

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 completed)	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. Photocopy of Certificate of Overall General Weighted Average (GWA) Rating			
h. 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			
i. Photocopy of last appointment, if applicable			
j. Photocopy of authenticated Transcript of Records including graduate/post-graduate and/or authenticated Certification on CAR by the School Registrar or School Authorized Official			
k. Copy of Certificates of Training attended (must be relevant to the position being applied for, and not credited during the last promotion)			
l. 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