



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

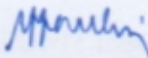
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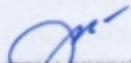
DIVISION MEMORANDUM
NO. 297 s. 2021

**VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION
REGIONAL OFFICE VII**

To : Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Public Schools District Supervisors/District In-Charge
All Others Concerned

1. Attached is Deped Regional Memorandum No. 0301, s. 2021 announcing the Vacant Positions in the Department of Education Regional Office VII, for everyone's information and guidance.
2. For details, please see attached communication.
3. Wide dissemination of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
5/4/2021


SP/Adm/LBY/jad
May 6, 2021



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0301** ; s. 2021

April 29, 2021

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT
OF EDUCATION REGIONAL OFFICE VII**

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education- Regional Office VII (DepEd – RO VII), through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the following vacant positions:

- 1.1 Chief Administrative Officer;
- 1.2 Education Program Supervisor;
- 1.3 Administrative Officer V;
- 1.4 Accountant II; and
- 1.5 Administrative Aide IV.

2. Interested qualified applicants (*only those who meet the education, experience, training, and eligibility requirements indicated in the Qualification Standards*) shall submit 4 copies of the required documents (1 copy for the original documents; 3 machine copy of the required documents) which are properly tabbed according to the following order, to wit:

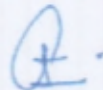
- 2.1 Letter of Intent;
- 2.2 Duly accomplished Personal Data Sheet (PDS)/ CSC FORM 212;
- 2.3 Transcript of Records/School Records;
- 2.4 Certificate of Eligibility;
- 2.5 Service Record/Certification of Employment;
- 2.6 Performance rating for the last three (3) rating period prior to the screening;
- 2.7 Certificate of Training/Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
- 2.8 Outstanding Accomplishment/s (if any); and
- 2.9 Notarized Omnibus Sworn Statement. (template provided)

3. The documents shall be submitted to the Human Resource Management Office (HRM) Unit through the Records Unit –Administrative Division (AD) or through the link <http://www.depedro7gov.ph/join-us> on or before May 7, 2021.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph

4. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished PDS.
5. For more details, please see attached job description of the vacant positions.
6. For inquiries, you may contact the DepEd RO VI HRMPSB Secretariat through telephone numbers: (032) 414-7399, 255-1313 or email address: hrmpsb.ro7@deped.gov.ph.
7. Expenses incurred by the HRMPSB relative to the conduct of the selection process will be charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
8. Wide dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Office of the Regional Director



Department of Education+AI:DI16+A	JOB DESCRIPTION	ID No. _____	Revision Code: _____
Position Title	Chief Administrative Officer	Salary Grade	24
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division		Unit/Division	Administrative Division
Reports to	Regional Director	Effectivity Date	
Position Supervised			

JOB SUMMARY

- * To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education.
- * To provide the regional management with technical advice in the management and administration of the regional office.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Masters degree in Education or other relevant Masters degree
Experience	4 years relevant experience in management and supervision
Eligibility	Career Service Professional/ Second Level Eligibility.
Trainings	24 hours training in management and supervision

B. Preferred Qualifications/Recommended additional requirements

Education	Masters degree in Education or other relevant Masters degree
Experience	4 years relevant experience in management and supervision
Eligibility	Career Service Professional/ Second Level Eligibility.
Trainings	24 hours training in management and supervision

RO_ADMN_Chief Administrative Officer

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Policies and Guidelines	<ul style="list-style-type: none"> * Implement Administrative guidelines and issuances from CO and government oversight agencies * Recommend other issuances and guidelines relevant to the RO and implement when approved.
Personnel Administration	<ul style="list-style-type: none"> * Reviews, recommends for approval or approves documents by Personnel Section in matters requiring his/her action (e.g. service records, Form 6&7) * Review and recommends all pertinent personnel actions for the approval to the RD * Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations * Certify on the appointment papers that vacant positions have been published
Salary and Benefits Administration	<ul style="list-style-type: none"> * Management of the Payroll Unit
Records Management	<ul style="list-style-type: none"> * Review and validate documents authenticated and verified by Records for release to requesting party. * Validate and sign certifications issued by Records * Review Annual and Administrative Reports submitted by Records and follows through recommendations. * Review process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations. * Present to the RO management "Report on the conduct of Annual Inventory of Records" and follows through on recommendations.
Cash Management	<ul style="list-style-type: none"> * Provide oversight on cash management functions


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> * Develop "Disposable Material Inventory and Inspection Report" and "Report of Waste Material" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials. * Conduct monitoring of equipment, materials and other issuances against Invoice Receipt of property (IRP)
Security and Custody of Properties	<ul style="list-style-type: none"> * Develop together with management an "RO Safety and Security Plan" and monitors implementation of such plan * Initiate procurement of Janitorial Services for the RO and terminate contract with the service provider as necessary. * Develop and implement a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation * Act on concerns and issues on utilities to ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.) * Develop and implement with management of RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities
Administrative Services Performance	<ul style="list-style-type: none"> * Prepare and manage the budget for Administrative and submits this to be part of the RO Budget. * Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative service goals and targets. * Integrate and submit accomplishment report of Admin. Service to inform management of progress, issues, and challenges for corrective action. * Conduct Performance Appraisal Feedback and * Ratings on direct reports towards continues improvement of performance * Prepares and implements a Professional Development Plan for Administrative Services Personnel * Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. * Conducts a regular Meetings of Administrative Services staff for regular updates and work coordination * Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

RO_ADMN_Chief Administrative Officer

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Planning	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> * 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, system and procedures and recommends improvements to enhance efficiency and effectiveness of the office
People Management	<ul style="list-style-type: none"> * Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office. * Coordinates with the BHROD 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. * Provide 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 Section.

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREA/S	
Management Reports	<ul style="list-style-type: none"> * 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 Matter	<ul style="list-style-type: none"> * 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 Expenses Vouchers(TEVS); annual submission of Statements of Assets and Liabilities, others.
Secondary Duties	<ul style="list-style-type: none"> * Performs other duties as may be assigned by superior.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Education Program Supervisor	Salary Grade	22
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division		Unit/Division	Curriculum Learning and Management Division
Reports to	Chief Education Supervisor	Effectivity Date	
Position Supervised	Administrative Assistant I		

JOB SUMMARY

- * To provide technical support in managing full implementation of the articulated basic education curriculum and the development of learning resource material to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and project;
- * To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- * When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Masters Degree in Education or other relevant degree of specialization	Masters Degree with specific area
Experience	2 year relevant experience	
Eligibility	RA 1080 (Teacher)	
Trainings	8 hours of relevant training	

B. Preferred Qualifications/Recommended additional requirements

Education	
Experience	
Eligibility	
Trainings	

RO_CLMD_EPS

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Management of Curriculum Implementation	<ul style="list-style-type: none"> * Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum * Development together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. * Submit (together with QAD) Progress monitoring Report of Schools Division Curriculum Implementation and Management per Subject Area * Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement * Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders * Development and submit Concept Papers and Project designs and proposal for curriculum enhancement and innovation
Curriculum Development, Enrichment, and	<ul style="list-style-type: none"> * Development training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the school division. * Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness

	<ul style="list-style-type: none"> * Submit reports and findings on curriculum innovations and localization by schools division for appropriate management action. * Conduct research on curriculum localization to widen the pool of knowledge and application to the region
Learning Delivery	<ul style="list-style-type: none"> * Conduct evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division * Recommends publication of effective practices on learning delivery/instructional innovations implemented by the Schools Division for Learning and adoption
Learning Resource	<ul style="list-style-type: none"> * Lead or work as a Team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum

RO_CLMD_EPS
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> * Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials
Learning Outcomes Assessment	<ul style="list-style-type: none"> * Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisor to pinpoint causes and possible interventions to close the gap. * Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
Special Curricular Programs and Support Activities	<ul style="list-style-type: none"> * Conduct monitoring of curricular support activities and submits evaluation reports for appropriate management action * Draft policy recommendation on curricular support activities for regional adoption.
Technical Assistance	<ul style="list-style-type: none"> * Assess the situation and analyzes the needs of assigned schools division to identify the appropriate and relevant actions and interventions. * Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division * Prepares and submit reports on the progress of the technical assistance being provided to the schools division * Prepares and submit reports on the result of technical assistance and corresponding policy recommendations for managements consideration

RO_CLMD_EPS
Page 2 of 3

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Accountant II (Payroll)	Salary Grade	16
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division	RO - Finance Division	Unit/Division	Accounting Section
Reports to	Accountant III	Effectivity Date	
Position Supervised			

JOB SUMMARY

1. Prepares accountability and financial reports;
2. Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;
3. Reviews the financial reports and financial documents for signature of the Accountant III;
4. Analyzes the reports prepared by administrative staff/ subordinates as well as the COA audit findings and recommendations;
5. Maintains discipline and efficiency of subordinates


QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications	
Education	Bachelor's Degree in Commerce/Business Administration major in Accounting
Experience	1 year relevant experience
Eligibility	RA 1080 (CPA)
Trainings	4 hours of relevant training
B. Preferred Qualifications/Recommended additional requirements	
Education	
Experience	
Eligibility	
Trainings	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	* Ascertain that transactions have been properly recorded in books

JD_RO_FD_AS_ACCT2(Payroll)
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> * Verify financial statements made by the subordinate, verify the journal voucher * Prepares adjusting entries and journal vouchers * Prepares trial and balances, monthly statements of income and expenditure and other financial statements
Account Tracking	<ul style="list-style-type: none"> * Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports * Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy of updated records
Financial Transactions Recording Procedures	<ul style="list-style-type: none"> * Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers * Provides inputs for improvement of accounting section * Revises, revises and gives feedback on the work of accounting and bookkeeping staff

 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: _____
	Position Title	Administrative Aide IV (Asset)	Salary Grade	4
Parentetical Title		Governance Level	Regional Office	
Bureau/Service/Division	RO - Finance Division	Unit/Division	Administrative Division	
Reports to	Administrative Officer V	Effectivity Date		
Position Supervised				

JOB SUMMARY

To assist in maintaining proper storage, delivery, and issuance of supplies, materials and equipment towards adequate and timely provision of such to the management and staff of the RO
 To assist in the disposal of waste materials and unserviceable equipment

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Completion of two in college
Experience	1 year relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

B. Preferred Qualifications/Recommended additional requirements

Education	
Experience	
Eligibility	
Trainings	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	* Ascertain that transactions have been properly recorded in books

JD_Admin_AMS_ADA4

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SUPPLIES AND MATERIALS	<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, regular 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
PROPERTIES AND EQUIPMENT	<ul style="list-style-type: none"> * Help the Supply Officer in maintaining and updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computer, 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, Voucher with complete supporting papers for ready reference
- * Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare 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.



Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Administrative Office V	Salary Grade	16
Parentetical Title	Budget Officer III	Governance Level	Regional Office
Bureau/Service/Division	Finance Division	Unit / Division	Accounting Section
Reports to	Accountant III	Effectivity Date	
Position Supervised			

JOB SUMMARY

To provide advice to the Regional Director through the Chief AO for Finance in the maximization of funds allocated to the region and coordinate with the Policy, Planning and Research Division of the RO in the preparation of budget to support the plans of the region. Lead and supervise the staff of the Budget Section in providing the region with services in budget preparation and consolidation in monitoring budget execution and accountability.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Experience	2 years relevant experience
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	8 hours of relevant training

B. Preferred Qualifications/Recommended additional requirements

Education	
Experience	
Eligibility	
Trainings	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	* Ascertain that transactions have been properly recorded in books

JD_RO_FD_BS_ADOF5

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budgeting System	<ul style="list-style-type: none"> * Install and implement in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency * Conduct orientations and workshops on the budgeting system * Prepare memos and issuances related to the budgeting system and process for the signature of the RD (e.g. call for budget, budget guidelines etc.) <p>*Coordinate with various units/project for effective and uniform budgetary controls system and implement agreements.</p> <p>* Review periodically the budgeting system and recommended improvements</p>
Budget Preparation	* Review and evaluate budget proposal submissions of the various organizational units in the RO based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposal vis a vis prior years budget/appropriation to guide RO management in allocation and approval.

* Submit for approval the consolidated budget proposal for the Region together with the reviewed and refined notes and justifications in order to attain the required funds.

* Attend budget hearings/conferences meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-à-vis prior years budget/appropriation.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> * Implement need budget revisions based on outcome of budget increase * Review, compute, and prepare special budget requests and transmits to DBM requests for special budgets <ul style="list-style-type: none"> * e.g. covering terminal leave benefits and other personnel claims * Answer communications pertaining budget request * Support the preparation of the initial draft of the strategic plan of the Region (REDP) by the Region Planning Team by providing inputs on budgeting considerations. * Assist in the preparation of the final drafts of the Annual Implementation Plan (AIP) and subsequent adjustments to compute and provide inputs on the budgetary requirements of the Annual Plan * Provide technical inputs towards the equitable distribution of critical resources for the region (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) for management decision.
Budget Accountability and Reports	<ul style="list-style-type: none"> * Validate and analyze consolidated Budget Accountability Reports (BARS) for submission to RO management * Review Financial reports related to budgeting, for submission to various agencies
Technical Assistance	<ul style="list-style-type: none"> * Identify areas where Schools Division Office need help in implementing the budgeting system/ * Design and implement interventions (policies, programs and activities) respond to their needs