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29 Jul 2021

DIVISION MEMORANDUM

No. 265, s. 2021

ANNOUNCEMENT OF VACANCY

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Administrative Officer V
Human Resource Merit Promotion and Selection Board
All Others concerned

1. This office announces the vacancies for the following positions listed below. All qualified applicants are welcome to apply regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, and political affiliation.

Position	Salary Grade	Item Number	Place of Assignment
Accountant III	19	OSEC-DECSB-A3-270033-2016	Division of Biñan City
Administrative Assistant II	8	OSEC-DECSB-ADAS2-270088-2018 OSEC-DECSB-ADAS2-270291-2016 OSEC-DECSB-ADAS2-270089-2018	Division of Biñan City
Administrative Aide VI	6	OSEC-DECSB-ADA6-270014-2016 OSEC-DECSB-ADA6-270016-2016	Division of Biñan City
Head Teacher I	14	OSEC-DECSB-HTEACH1-270006-2021	Nereo R. Joaquin National High School

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

Position	Education	Experience	Training	Eligibility
Accountant III	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	R.A. 1080 (CPA)



Administrative Assistant II	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/ First level eligibility
Administrative Aide VI	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional)/ First level eligibility
Head Teacher I	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate major	TIC for 1 year; or Teacher for 3 years	24 hours relevant training	R.A. 1080 (LET/PBET)

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

Position	Duties and Responsibilities
Accountant III	<p>Financial Records and Reports</p> <ul style="list-style-type: none"> Analyze and verify consolidated financial statements, supporting schedules and reports of the Division Office and Implementing Units (IU) by examining the accuracy, validity, and appropriateness of income, expenditure, and other transactions and checking the proper recording of such in the respective book of accounts so as to provide management with reliable and timely reports for making informed decisions and proper utilization of government funds for basic education. Reviews and monitors periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers, and the related account schedules to check status and quality assure entries. Coordinate with RO and CO and other oversight/regulatory agencies on fund releases and other reportorial requirements to ensure compliance in financial recording and reporting. Prepares replies to Audit Observation Memorandum (AOM), requests and endorsements and other communications from other agencies.



Financial Systems Maintenance

- Develops/ reviews and recommends for approval and issuance memos and guidelines related to the financial system implementation and maintenance to guide personnel utilizing the system
- Conduct periodic review of the financial systems implemented in the schools division, schools, and learning centers by gathering feedback and checking adherence to procedures in order to recommend to DepED finance and other oversight agencies (COA, DBM, DOF, etc.) system improvements and enhancements for effective downloading as well as internal control and safeguarding of government funds
- Develop and issue reference materials and handbooks to make easy the implementation of the system in the SDO.

Monitoring and Evaluation

- Monitor delivery of Funding Requirements of the SDO, schools and learning centers to ensure timely provision of financial resources to support the programs, projects, and activities for basic education.
- Monitor and evaluate the liquidation reports on downloaded or funds transferred to the accountable offices (schools and IUs) by checking and verifying the validity of the disbursements relative to the existing rules and regulations in order to properly account for utilization of government funds.
- Reviews the existence of accounts payable/unpaid obligations to facilitate the processing of claims on government obligations to internal and external stakeholders.
- Reviews the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.

Technical Assistance

- Provides technical assistance to schools division office management, school heads, and accountable personnel by coaching and serving as resource speaker on accounting and other finance-related training workshops to enable them to follow financial policies, guidelines, procedures towards proper utilization, safeguarding, and reporting of funds.



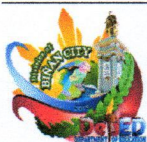
Address: P. Burgos St. Brgy. Sto. Domingo, Bifan City Laguna

Website: depedbinancity.com.ph

Email: deped.binancity@deped.gov.ph

Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746

	<ul style="list-style-type: none"> • Provides technical assistance and supervises special disbursing officers and bookkeepers of schools to enable them to properly implement the financial systems. • Provides technical assistance to the SDS and ASDS with regular feedback and update regarding the budget allocation and status of expenditures of each division or unit in the SDO. <p>Accounting Services Performance</p> <ul style="list-style-type: none"> • Ensure timely submission of all financial reports to overseeing body. • Prepare and manage the budget for accounting services resource requirements and submits this to be part of the Office of the SDS/Schools Division Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets. • Submits accomplishment report of accounting services to inform SDO 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 accounting services personnel to ensure continuous learning and professional competence. • 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 regular Meetings of the accounting services 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. • Coordinate with other government agencies/overseeing bodies.
<p>Administrative Assistant II</p>	<p>Accounting Services</p> <p>a. Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations



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- Preparation of financial and accountability reports and maintenance of subsidiary ledgers
- Preparation of liquidation of cash advances
- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.

Budgeting Services

a. Budgeting System

- Assist in the conduct of orientations and workshops on the budgeting system
- Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.

b. Budget Preparation

- Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets
- Provide clerical support in the preparation of budget proposals
- Act as Liaison Officer to DBM, NEDA and other oversight bodies
- Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)
- Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations

c. Budget Execution

- Assist in gathering of data needed in the preparation of cost efficiency computations
- Prepare data needed to approve obligation requests
- Gather data needed to evaluate and prepare status report on budget utilization
- Prepares documents to approve fund transfer to other operating units

d. Budget Accountability and Reports

- Gather data needed in the preparation of budget accountability reports



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Administrative Aide VI
(Personnel Unit and Supply
Unit)

PERSONNEL UNIT

Recruitment, Selection and Documentation

- Prepare lists of vacancies for publication pursuant to CSC rules and regulations
- Provide job description of vacant positions with specific qualifications required by the requesting unit
- Gather and file applications received using systematic indexing and file documents submitted by applicants
- Prepares appointments papers of selected applicants
- Validate PRC license for appointment via PRC online and send official communication in case said licence can't be viewed online
- Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)

Personnel Actions

- Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel.
- Prepare list of teachers qualified to be reclassified base on approved ERFs
- Prepare notice of promotion and appointment as instructed.
- Prepare drafts of special orders for signature of management
- Keeps records of GSIS -ARA for future reference.
- Prepares RAI for submission to CSC upon approval of management.
- Record and files all issuances on salary schedules and other employee's benefits

Salary Administration and Personnel Records

- Gathers and collates payroll files from district offices to be forwarded to RPSU
- Records and files attendance of officers and employee
- Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.
- Process, Prepares and releases Special order of Leave and Re-statement of leave application

Benefits Administration



- Receive and record on leave card, application for monetization of leave credits
- Receive application for leave (sick, vacation, scholarships and training) and records for processing.
- Receive, process and update leave credits of employees and vacation service credits of teachers
- Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees
- Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions
- Receive and process loan applications for DepEd Provident Fund Program

Personnel Information System

- Receive and accept application for upgrading and reclassification of positions
- Keep a complete and updated information of all officials and employees and relevant records in their 201 files
- Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
- Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel
- Records and releases documents after personnel action
- Prepare certificate of employment
- Collate and file performance ratings
- Tabulate and print performance rating of all employees for PBB and PIB

SUPPLY UNIT

Supplies and Materials

- 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, regularly 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



	<p>Properties and Equipment</p> <ul style="list-style-type: none"> • Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, 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, Vouchers 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 a 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. <p>Documents and Records</p> <ul style="list-style-type: none"> • Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference • Recommends turning over to the Records Officer, critical documents for archiving and safekeeping
<p>Head Teacher I</p>	<ul style="list-style-type: none"> • Supports School-Based Management (SBM) • Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP) • Ensures adherence to DepEd Orders and other issuances • Assists in maintaining the school BEIS • Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card • Assists in implementing programs of the school • Assists in working for possible accreditation • Monitors the teaching-learning process • Evaluates learning outcomes • Recommends changes in policies affecting curriculum and instruction • Implements innovations and alternative delivery schemes



	<ul style="list-style-type: none"> • Localizes/indigenizes curriculum • Prepares specific budget and accounts for funds received • Maximizes the use of textbooks, references and other instructional materials • Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials • Coordinates with stakeholders on resource generation and mobilization • Motivates and supports teachers to attain peak performance through awards, recognition and incentives • Monitors teachers and master teachers • Recommends staffing requirements and assists in the selection and hiring of teachers • Conducts department-based training as a result of training needs analysis • Evaluate and performance of teachers • Promotes harmonious working relationship among teachers • Promotes the corporate image of the Department of Education • Recommends promotion of teaching and non-teaching personnel • Establishes and ensures support and cooperation of stakeholders • Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies • Proposes plans and implements SB INSET • Prepares and submits monthly supervisory/accomplishment report
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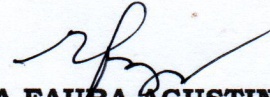
4. Interested and qualified applicants are advised to submit the following documents in the Personnel Office on or before **August 9, 2021**.

- a. Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Personal Data Sheet
- d. Transcript of Records
- e. PRC license/CSC Eligibility
- f. Service Records/Certificate of Employment
- g. Performance Rating (3years)
- h. Certificate of Trainings/Seminar (with supporting documents)
- i. Outstanding Accomplishments (if any)
 - Outstanding Employee Awards
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker

5. Applicants must ensure that their documents are complete and accurate. No additional documents will be accepted after the deadline.



6. Applicants may refer to **Deped Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"** and **Deped Order No. 42, s. 2007, "The Revised Guidelines, on Selection, Promotion and Designation of School Heads"** for the criteria and number of points assigned to each criterion.
7. Immediate and widest dissemination of this Memorandum is desired.



EDNA FAURA-AGUSTIN
Schools Division Superintendent



SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
August 10, 2021	Screening and shortlisting of qualified applicants
August 16, 2021	Schedule of Assessment, Interview and Paper Evaluation
August 24, 2021	Posting of Registry of Qualified Applicants (RQA)

