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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 20, 2023

REGIONAL MEMORANDUM

No. **616** s. 2023

**ANNOUNCEMENT OF THE VACANT POSITIONS IN THIS
OFFICE AND INVITATION TO APPLY**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Accountant 1	12	Finance Division
One (1)	Dormitory Manager II	11	Human Resource Development Division

2. Interested and qualified applicants regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE), etc. are encouraged to apply and may submit **their Letter of Intent** supported with the following documents **with proper tabbing** not later than **July 12, 2023**:

- a. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph, if applicable;
- b. Photocopy of valid and updated PRC License/ID, if applicable;
- c. Photocopy of Certificate of Eligibility/Rating, if applicable;
- d. 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 available;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. 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;
- i. 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 C of DepEd Order 007, s. 2023), notarized by authorized official; and

- j. Other documents as may be required by the HRMPSB for comparative assessment, including 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(h) is not relevant to the position to be filled, if applicable.

3. Application documents may be submitted through the Records Section or email at: **records.region8@deped.gov.ph** cc **personnel.region8@deped.gov.ph** or via courier addressed to:

The Regional Director

Department of Education, Regional Office VIII
Government Center, Candahug, Palo, Leyte 6501

4. Attached are the Qualification Standards, Job Summary/Key Result Areas/Duties and Responsibilities, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.

5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline set would mean a waiver of the right to be included in the evaluation/comparative assessment.

6. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

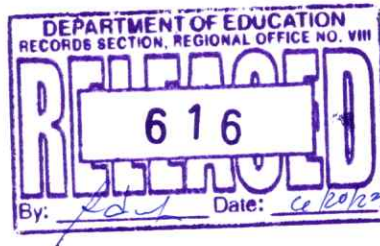
Enclosure: As stated

References: DO 007, s. 2023; DO 19, s. 2022; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT
INVITATION TO APPLY
VACANT POSITIONS

AD-PS-EDR



Enclosure to Regional Memorandum No. _____, s. 2023

QUALIFICATION STANDARDS

Accountant I	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None required
Eligibility	RA 1080 (CPA)

Dormitory Manager II		
	CSC Preferred Qualifications	Agency Preferred Qualifications
Education	Bachelor's degree	<i>NC II holder in Housekeeping</i>
Experience	None required	<i>At least 1 year relevant experience in Dormitory management ICT literate : word, spreadsheet software, use of the internet</i>
Training	None required	
Eligibility	Career Service (Professional) Second Level Eligibility	

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Accountant I		
Job Summary	Key Result Area	Duties and Responsibilities
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	Financial Records and Reports	<ul style="list-style-type: none"> • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulation. • 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.



standards and auditing rules and regulations		<ul style="list-style-type: none"> • 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. • 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.
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Dormitory Manager II

Job Summary	Key Result Area	Duties and Responsibilities
To manage the Regional Education Learning Center (RELC) to ensure upkeep and maintenance of the facilities and efficient scheduling of training venues and dormitories for the Regional NEAP's operation and earn revenue to help sustain	RELC Training and Conference Facilities	<ul style="list-style-type: none"> • Coordinate and publish schedule and calendar on utilization of training and conference facilities to serve as reference for RO staff and users. • Supervise assigning and set up of training and conference facilities according to client requirements. • Supervise the work of contracted personnel in cleaning and maintaining facilities • Recommends and implements upon approval, an annual "Training Facilities Maintenance, Improvement and Upgrading Plans"
	RELC Dormitories	<ul style="list-style-type: none"> • Prepares, recommends and implements upon approval "Policies, and procedures in



RELC operations.		<p>the Dormitories Use and Operations” to ensure efficient dormitory operations.</p> <ul style="list-style-type: none"> • Oversees the preparation of Dormitory rooms based on reservation requests to ensure its readiness for occupancy • Oversees the billeting and room assignments of guests to ensure efficient dormitory operation and maximizing room occupancy
	RELC Grounds and Surroundings	<ul style="list-style-type: none"> • Set policies and operational guidelines and procedures on garbage and waste disposal to ensure cleanliness and sanitation and optimize waste recovery. • Oversee grounds upkeep and landscaping surrounding the vicinity of the RELC to maintain a conducive environment for learning.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points	Means of Verification
	Non-Teaching Level 2 (SG 10-23, 27)	
<p>A. Education <i>Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS</i></p>	5	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
<p>B. Training <i>Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years</i></p>	10	Certificate/s of Training
<p>C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-</i></p>	15	Certificate of Employment, Contract of Service, or duly signed Service Record



<i>approved QS</i>		
<p>D. Performance <i>Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled</i></p>	<p>20</p>	<p>Positions with no experience requirement (Accountant I, Dormitory Manager II) applicants shall submit the board examination or Career Service Eligibility ratings. For honor graduates covered by PD 907, corresponding points for honors earned shall be given. For General Services positions that do not have eligibility requirement, the General Weighted Average (GWA) in the highest academic/grade level earned shall be required.</p>
<p>E. Outstanding Accomplishments <i>Acquired after the last promotion</i></p>	<p>10</p>	<p>Awards and Recognition:</p> <p>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</p> <p>a. Academic or inter-school award; or b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award.</p> <p>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit</p> <p>Research and Innovation:</p> <p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another</p>



		<p>school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <p>a. Issuance of Memorandum showing the membership in NTWG or Committee</p> <p>b. Certificate of Participation or Attendance; and</p> <p>c. Output/Adoption by the organization/ DepEd</p> <p>Resource Speakership/ Learning Facilitation</p> <p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/merit/Commendation/Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s</p> <p>NEAP Accredited Learning Facilitator</p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office</p>
<p>F. Application of Education <i>Acquired after the last promotion</i></p>	<p>10</p>	<p><i>For positions with no experience requirement (Accountant I and Dormitory Manager II)</i> applicants shall submit the General Weighted Average (GWA) in the highest academic/grade level earned as Evidenced by Transcript of Records/Certificate of GWA/Diploma/</p>



		Special Order from CHED or other certifications.
G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required; b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
H. Potential (Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test) <i>Measure using other evaluative assessments</i>	20	HRMPSB Ratings
TOTAL	100	



Annex C

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and 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 record 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			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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 CONSENT
 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.

