



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

February 1, 2024

REGIONAL MEMORANDUM

No. **113**, 2024

ANNOUNCEMENT OF VACANT POSITIONS AND INVITATION TO APPLY

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
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 II | 16 | Finance Division |
| One (1) | Administrative Aide VI (Data Entry Machine Operator I) | 06 | Administrative Division- Personnel Section |

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 **February 16, 2024:**

- 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 

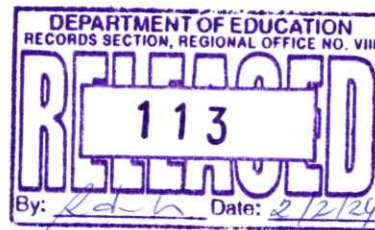
Enclosures: As stated

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. 113, s. 2024**QUALIFICATION STANDARDS**

| Accountant II | |
|----------------------|---|
| Education | Bachelor's degree in Commerce/Business Administration major in Accounting |
| Experience | 1 year of relevant experience |
| Training | 4 hours of relevant training |
| Eligibility | RA 1080 (CPA) |

| Administrative Aide VI (Data Entry Machine Operator I) | |
|---|--|
| Education | Completion of two years studies in college or High School Graduate** with relevant vocational/trade course |
| Experience | None required |
| Training | None required |
| Eligibility | Career Service (Subprofessional)/First Level Eligibility |

**This includes Graduate of High School under the old and new Curriculum (Senior High School).

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

| Accountant II | | |
|--|-------------------------------|--|
| Job Summary | Key Result Area | Duties and Responsibilities |
| To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools' division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations. Prepares accountability and financial reports; Supervises the preparation of | Financial Records and Reports | <ul style="list-style-type: none"> • Prepares journal entries, reports, letters, endorsements, and memoranda. • Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports. • Supervises the reconciliation of the books of accounts. • Supervises, reviews, and revises the work of subordinates. • Supervises the preparation of financial reports. • Analyzes financial statements made by assistants and helpers. • Maintains discipline and efficiency of subordinates. • Reviews periodic Financial Statements and other related reports. • Reviews the accuracy, validity and appropriateness of income and expenditure transactions. • Reviews and monitors the maintenance of journals, general ledgers, subsidiary ledgers, and the related account schedules. • Reviews the safekeeping of accounting |

| | | |
|---|-----------------------------|--|
| <p>other reports prepared by subordinates needed/ required by the management and oversight agencies; Reviews the financial reports and financial documents for signature of the Accountant III; Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations; and, Maintains discipline and efficiency of subordinates.</p> | | <p>records, documents, correspondences, and reports, and ensures maximum security and systematic compilation of various accounting information.</p> <ul style="list-style-type: none"> • Reviews the existence of Accounts Payable/unpaid obligations. • Reviews the consolidated reports of field offices and supporting schedules. • Reviews the correctness of Financial Statements and schedules. • Coordinates with CO, RO, DO and other concerned oversight/regulatory agencies on fund releases and other reportorial requirements. • Prepares replies to AOM, requests, indorsements, and other communications from other agencies. • Serves as facilitator, resource speaker and consultant on budgeting and other financial related training workshops. • Provides technical assistance and supervises the special disbursing officer of school with incomplete set of books. • Assists the agency head in depending on DO budget proposals/estimates. |
| | <p>Technical Assistance</p> | <ul style="list-style-type: none"> • Prepare monitoring tool and assist as facilitator, resource speaker and consultant for training and development on accounting/budgetary/auditing matter. |

| <p align="center">Administrative Aide VI (Data Entry Machine Operator I)</p> | | |
|---|---------------------------|---|
| Job Summary | Key Result Area | Duties and Responsibilities |
| <p>Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating</p> | <p>Salary Computation</p> | <ul style="list-style-type: none"> • Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating. • Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments. • Prepares final payroll 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.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

| Criteria | Breakdown of Points | | Means of Verification |
|---|--|---|--|
| | Non-Teaching Level 2 (SG 16) Accountant II | Breakdown of Points SG 1-9 (Non-General Services) | |
| A. Education Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS | 5 | 5 | Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available |
| B. Training 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 | 10 | 5 | Certificate/s of Training |
| C. Experience Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS | 15 | 20 | Certificate of Employment, Contract of Service, or duly signed Service Record |
| D. Performance 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 | 20 | 20 | Positions with Experience Requirement Internal Applicants: Performance Rating obtained from the RPMS-IPCR Form with at least Very Satisfactory Rating in the last rating period except for promotion from first to second level entry position where the required performance rating is at least Satisfactory. |

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| | | | <p>External Applicants: Certificate of Rating supported with Performance Evaluation Tool</p> <p>Positions with no experience requirement - 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>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>Citation to Commendation. This shall apply only to applicants for General Services positions. MOV: Letter of Citation or</p> |

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| | | <p>Commendation from previous employer.</p> <p>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and</p> <p>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</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another 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</p> |
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|--|----|----|--|
| | | | <p>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> | 10 | 10 | <p>Positions with experience requirement</p> <p>a. Action Plan approved by the Head of Office</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of the utilization/adoption signed by the Head of Office</p> <p>For positions with no experience requirement - 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/Special Order from CHED or other certifications.</p> |

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| <p>G. Application of Learning & Development <i>Acquired after the last promotion</i></p> | <p>10</p> | <p>10</p> | <p>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.</p> |
| <p>H. Potential (Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test) <i>Measure using other evaluative assessments</i></p> | <p>20</p> | <p>20</p> | <p>HRMPSB Ratings</p> |
| <p>TOTAL</p> | <p>100</p> | <p>100</p> | |

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.