



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 553, s. 2024

24 SEP 2024

NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE I

To: Interested Qualified Applicants
All Others Concerned

1. This office hereby disseminates Regional Memorandum No. 1149, s. 2024 entitled Notice of Vacant Positions in the Regional Office I. A copy of the said memorandum is hereby attached for perusal.
2. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference:

To be included in the Perpetual Index
Under the following subject:

APPLICATION VACANT POSITION

OSDS HRMU FDA/NoticeofVacantPositionsinRO1
067/September 23, 2024



DepEd Batac City



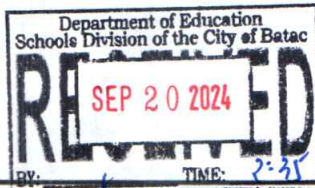
batac.city@deped.gov.ph



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REGIONAL MEMORANDUM

No. 1141 s. 2024

NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE I

To: Assistant Regional Director
Schools Division Superintendents
DepEd ROI Chiefs
All Others Concerned

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

Vacancy/ Particulars	Qualification Standards			
	Education	Training	Experience	Eligibility
Administrative Officer II (Budget Officer I)/SG 11/28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Administrative Officer I)/SG 11/28512	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Secretary III)/SG 9/22219	Completion of 2 years studies in college	Four (4) hours of relevant training	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility
Administrative Aide VI/SG 6/18255	Completion of two-year studies in College or High School Graduate with relevant vocational or trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

2. The Department of Education Regional Office No. I afford **equal employment opportunities** to all qualified and interested applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation, and any other characteristics protected by law. Applicants should signify their interest in writing and submit the following documents not later than **September 30, 2024**.



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- a. Letter of intent addressed to the Regional Director, TOLENTINO G. AQUINO, or to the highest Human Resource Office designated by the Head of Office;
 - b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture, complete with signature, photo, thumb mark, and duly sworn and subscribed (CSC Form No. 212, Revised 2017), strictly following the CSC Memorandum Circular (MC) Nos. 11 and 16 s. 2017 and the "Guide in Filling Up the Personal Data Sheet" and Work Experience Sheet, which can be downloaded at www.csc.gov.ph, 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 pursuant to R.A. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, duly notarized by authorized official;
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - k.1 Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
 - k.2 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position filled
3. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.
4. No additional documents shall be accepted after the set deadline.
5. Application documents may be submitted through the DepEd ROI – Records Section or via courier addressed to or email at:

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Flores St., Catbangan, City of San Fernando, La Union
hrmpsb.region1@deped.gov.ph



Flores St., Catbangan, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
f DepEd Region I www.depedro1.com
M region1@deped.gov.ph





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6. All official applicants in the pool will be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. Qualified applicants will be notified through a letter, email, text or call on the schedule of assessment/screening.
7. Enclosure No. 5 – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order No. 007, s. 2023 shall be used in the evaluation of documents for said positions.
8. Attached hereto are the duties and responsibilities of the positions and the timeline or schedule of recruitment and selection activities, for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encl. & reference: as stated.

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

VACANT POSITIONS ANNOUNCEMENT

AD-Personnel/gnn/lgm/NoticeofVacantPositios
September 18, 2024



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Enclosure No. 1
Duties and Responsibilities

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Administrative Officer II (Budget Officer I) (Finance Division – Budget Section)	<p>Budget System</p> <ul style="list-style-type: none"> • Assist and gather data and information in installing and implementing in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct review of the budgeting system towards its continuous Improvement <p>Budget Preparation</p> <ul style="list-style-type: none"> • 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 <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in the 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 <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Assists in the gathering of data needed in the preparation of budget accountability reports
Administrative Officer II (Administrative Officer I) (Administrative Division – Procurement Unit)	<p>Procurement Planning</p> <ul style="list-style-type: none"> • Assist the Administrative Officer IV in the conduct of quarterly end-user interface • Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Offices PPMP



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	<ul style="list-style-type: none">• Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices• Encodes latest prices gathered through market survey, and updates prices on a regular basis <p>Administrative & Records Management</p> <ul style="list-style-type: none">• Provide administrative support to the RO Inspectorate Team by checking and providing copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO• Coordinate with School Heads for the delivery of goods procured by the RO or CO• Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants• Coordinates and facilitates actual conduct of meetings with end-users <p>Secondary duties</p> <ul style="list-style-type: none">• Perform other functions as may be assigned by the Head of Office
<p>Administrative Assistant III (Secretary III) (Human Resource Development Division)</p>	<p>Records Management</p> <ul style="list-style-type: none">• Maintain record management and tracking system to coordinate information and records• Ensure the registration and storage of all incoming and outgoing communications for the Division• Maintain the security of all electronic records• Create audit trails for progressing policy and program development.• Conduct searches of the records management system to locate communications <p>Asset Management</p> <ul style="list-style-type: none">• Maintain the register of fixed and movable assets• Monitor maintenance requirements and arrange maintenance according to fixed schedules• Establish processes and procedures for the temporary removal of assets from HRDD premises• Arrange for the disposal of non-functional, redundant and obsolete equipment according to DepEd and government protocols <p>Clerical Support</p> <ul style="list-style-type: none">• Assist the Chief and Technical Personnel of the Division in the Administrative activities and daily operations.• Aid in the development, implementation and monitoring of financial matters in the programs of the Division.



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	<p>Provision of Administrative Assistance to Professional Learning Programs</p> <ul style="list-style-type: none">• Provide administrative support in the development, implementation and evaluation of Professional Learning Programs of the Division.• Prepare supplies, materials and other resources needed in the conduct of programs and activities. <p>Secondary Duties</p> <ul style="list-style-type: none">• Perform other duties and may be assigned by supervising officer
<p>Administrative Aide VI (Administrative Division – Asset Management Section)</p>	<p>Supplies and Material</p> <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, 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>Document and Records</p>



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	<ul style="list-style-type: none">• Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference• Recommend turning over to the Records Officer, critical documents for archiving and safekeeping <p>Plot/ Schedules Administrative Division Activities</p> <ul style="list-style-type: none">• Schedules/calendars Administrative Division activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time <p>Record Management</p> <ul style="list-style-type: none">• 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 <p>Administrative Support</p> <ul style="list-style-type: none">• 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
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Enclosure No. 2
Timeline or Schedule of Recruitment and Selection Activities

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	September 18, 2024	
Submission and Receipt of Application Documents	September 18-30, 2024	
Posting List of ALL Applicants	October 1-2, 2024	
Conduct initial evaluation of the qualification of applicants (IER)	October 3-9, 2024	*Assigns application codes
Posting copy of the IER	October 10-11, 2024	*Notifies all applicants of the results of the initial evaluation and the schedule of evaluative assessment
Conduct of Evaluative Assessment: Written Examination Panel Interview/Open Ranking Validation of Documents	October 16, 2024 & October 21, 2024	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	October 21-23, 2024	
Submission of CAR to the appointing authority and requesting instruction -Conduct of Background Investigation	October 24-25, 2024	
Posting of CAR in three (3) conspicuous place and through other modes	October 25, 2024	*Notifies applicants of the results of the comparative assessment
Appointment of successful candidate	TBA	
***The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business		

Prepared by:


GEORGINA N. NERIDA
 Administrative Officer V

Noted:


RHODA T. RAZON
 HRMPSB Chairperson