



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

July 28, 2021

REGIONAL MEMORANDUM

No. 008400 s. 2021

**ANNOUNCEMENT OF THE VACANT POSITION 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 position in this Office and invitation to apply:

<u>No of Vacancy</u>	<u>Position Title</u>	<u>Salary Grade</u>	<u>Assignment</u>
One (1)	Administrative Officer IV (Budget Officer II)	15	Finance Division, DepEd RO VIII

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply and may submit their Letter of Intent and Personal Data Sheet (CS Form No. 212, Revised 2017) supported with the documents with proper tabbing indicated in the enclosure not later than **August 13, 2021**.

3. Attached are the qualification standards, job summary and key result areas, criteria, points, and supporting documents for reference. Application documents may be submitted through the Guard on Duty 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. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said position.

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

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


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosure: Request for Publication

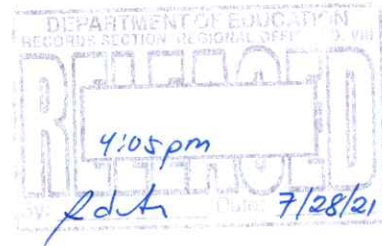
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT

INVITATION TO APPLY

VACANT POSITION



AD-PS-EDR

Enclosure to Regional Memorandum No. 000400, s. 2021

Qualification Standards for the Position

Qualification Standards		Means of Verification
Education	Bachelor's Degree relevant to the job	Transcript of Records; Certification of Completed Academic Requirements
Experience	1 year of relevant experience	Appointment; Service Records
Training	4 hours of relevant training	Certificate of Completion or Participation
Eligibility	Career Service (Professional)/Second Level Eligibility	Civil Service Eligibility

Job Summary, Key Result Areas, and Duties and Functions per DepEd Compendium

Job Summary	Key Result Area	Duties and Responsibilities
Provides support and assistance to the Budget Section of the regional office and implementing units	Budgeting System	<ul style="list-style-type: none"> • Assist and provide technical inputs in installing and implementing in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency. • Assist and provide technical inputs in the conduct of orientations and workshops on the budgeting system. • Provide technical inputs in the drafting of memos and issuances related to the budgeting system and process for the signature of the RD (e.g. call for budget, budget guidelines etc.). • Assist in coordinating with various units/projects for effective and uniform budgetary controls system and implement agreements. • Assist and provide technical inputs in conducting periodic review of the budgeting system and recommended improvements.
	Budget Preparation	<ul style="list-style-type: none"> • Perform initial review of budget proposal submissions of the various organizational units in the RO based on formulated guidelines, budget execution documents and accountability reports and submit a draft comparative analysis of current budget proposals vis a vis prior year's budget/appropriation with notes on the reason for variance for the evaluation of AO V-Budget.

		<ul style="list-style-type: none"> • Consolidate the budget proposals submitted by the various units in the RO and the SDOs and prepare notes and justifications for the review and evaluation of the Regional AO V-Budget Officer III. • Provide technical support to AO V – Budget Officer III during budget hearings/conferences and 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-a-vis prior year's budget/appropriation.
	Budget Execution	<ul style="list-style-type: none"> • Prepare draft evaluation and identifies cost efficiency of various units in the utilization of budget against their work and financial plan for validation and evaluation of AO V – Budget Officer III. • Prepare certification on availability of allotments and records expenditures in appropriate registries. • Monitor the fund transfers to implementing units and other government agencies for education related programs and projects implementation • Evaluate utilization of budget (WFP) and drafts status report for management
	Budget Accountability and Reports	<ul style="list-style-type: none"> • Gather budget accountability reports of various units and prepare the consolidated reports. • Prepare financial reports related to the budgeting system for submission to various agencies.



**Criteria, Points, and Supporting Documents
(per DepEd Order No. 66, s. 2007)**

CRITERIA	POINTS	SUPPORTING DOCUMENTS
<p>A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i></p>	30	<ul style="list-style-type: none"> • Individual Performance Review Commitment and Review Form (IPCRF) <ul style="list-style-type: none"> - For School Year: 2019-2020, 2018-2019, 2017-2018 - For Calendar Year: 2020, 2019, 2018
<p>B. EXPERIENCE <i>(must be relevant to the duties and functions of the position to be filled)</i></p> <p><i>Every year is given a point but not to exceed five (5) points</i></p>	10	<ul style="list-style-type: none"> • Appointment • Service Record • Certificate of employment • Job Contract or Memorandum of Agreement • Designation Orders • OPCR/IPCR
<p>C. OUTSTANDING ACCOMPLISHMENTS <i>(Meritorious Accomplishments)</i> (earned/acquired after the latest promotion)</p>	20	
<p>a. Outstanding Employee Award/Other Outstanding Accomplishments</p>	4	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation
<p>b. Innovations</p>	4	<ul style="list-style-type: none"> • Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office • Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office • Certification signed by the Head of Office on the extent of implementation of the office
<p>c. Research and Development Projects</p>	4	<ul style="list-style-type: none"> • Copy of the complete manuscript of the implemented/conducted Research and Development



		<p>Project duly approved by the Head of Office</p> <ul style="list-style-type: none"> • Certification from the Research Committee on the scope of the Research Locale as to where it was conducted
d. Publication/Authorship	4	<ul style="list-style-type: none"> • Copy of the book, magazine or publication where article is written with name of the author indicated; certification of the authorities concerned
e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium	4	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation
D. EDUCATION AND TRAINING		
<u>Education</u>		
<ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree 	7	<ul style="list-style-type: none"> • Transcript of Records • Certification for Completed Academic Requirements
<ul style="list-style-type: none"> • Master's Degree 	10	
<ul style="list-style-type: none"> • Complete Academic Requirements for Doctoral Degree 	13	
<ul style="list-style-type: none"> • Doctoral Degree 	15	
<u>Training</u>		
<i>(earned/acquired after the latest promotion)</i>		
Participant in a specialized training, e.g. scholarship programs, short courses, study grants.	<i>One point for every month of attendance but not to exceed ten (10) points</i>	
Participant in three (3) or more training activities in each level conducted for at least three (3) days.		
<ul style="list-style-type: none"> • District Level 	2	
<ul style="list-style-type: none"> • Division Level 	4	
<ul style="list-style-type: none"> • Regional Level 	6	
Participant in one (1) training conducted for at least three (3) days.		
<ul style="list-style-type: none"> • National Level 	8	
<ul style="list-style-type: none"> • International Level 	10	

Chair/Co-Chair in a technical/planning committee		
<ul style="list-style-type: none"> • District Level • Division Level • Regional Level • National Level • International Level 	<p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	
E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>)	10	
<ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability 	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	
F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (<i>Behavioral Event Interview and Written Examination</i>)	5	
<ul style="list-style-type: none"> • Human Relations • Decisiveness • Stress Tolerance 	<p>2</p> <p>2</p> <p>1</p>	
TOTAL	100	

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