



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

February 22, 2022

**REGIONAL MEMORANDUM**

No. **137**, s. 2022

**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:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Administrative Assistant V (Data Controller III)	11	Finance Division

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 **March 8, 2022**.

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 positions.



5. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: Request for Publication

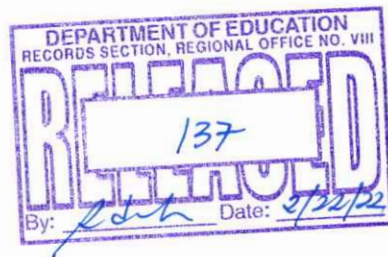
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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. 137, s. 2022

**QUALIFICATION STANDARDS**

<b>Administrative Assistant V (Data Controller III)</b>		
<b>Qualification Standards</b>		<b>Means of Verification</b>
Education	Completion of two years studies in College, or High School graduate with relevant vocational/trade course	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	2 years of relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	8 hours of relevant training	Certificate of Completion or Participation
Eligibility	Career Service Sub-professional/First Level Eligibility/Data Encoder (MC 11, s. 96-Cat-I)	Certificate of Eligibility

**JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND FUNCTIONS**

<b>Administrative Assistant V (Data Controller III)</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
Responsible for the preparation of financial and accountability reports for submission to the management and oversight agencies and recording of financial transactions in the books of accounts	Financial Records and Reports	<ul style="list-style-type: none"> <li>• Prepares the financial and accountability reports for submission to the Management, Commission on Audit, Department of Budget and Management and other oversight agencies.</li> <li>• Prepares schedules to support the financial statements/reports.</li> <li>• Keeps the books of original entry and books of final entry.</li> <li>• Posts financial transactions from the books of original entry to the general ledger.</li> <li>• Foots and balances the general ledger and keeps various subsidiary ledgers.</li> <li>• Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances.</li> <li>• Prepares correspondence on financial and bookkeeping matters.</li> <li>• Monitors release of cash advances to both elementary and secondary schools without complete set of books.</li> <li>• Coordinate tasks as maybe assigned by the immediate supervisor.</li> </ul>

**CRITERIA, POINTS, AND SUPPORTING DOCUMENTS**

CRITERIA	POINTS	SUPPORTING DOCUMENTS
	Non-Teaching Level 1	
<p><b>A. PERFORMANCE RATING</b> <i>(Performance rating for the last 3 rating periods should be at least <b>Very Satisfactory</b>)</i></p>	<b>35</b>	<ul style="list-style-type: none"> <li>• Individual Performance Review Commitment and Review Form (IPCRF)                             <ul style="list-style-type: none"> <li>- For School Year: 2020-2021, 2019-2020, 2018-2019</li> <li>- For Calendar Year: 2021, 2020, 2019</li> </ul> </li> </ul>
<p><b>B. EXPERIENCE</b> <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 ten (10) points for level 2 and five (5) points for level 1</i></p>	<b>5</b>	<ul style="list-style-type: none"> <li>• Appointment</li> <li>• Service Record</li> <li>• Certificate of employment</li> <li>• Job Contract or Memorandum of Agreement</li> <li>• Designation Orders</li> <li>• OPCR/IPCR</li> </ul>
<p><b>C. OUTSTANDING ACCOMPLISHMENTS</b> <i>(Meritorious Accomplishments)</i> <i>(earned/acquired after the latest promotion)</i></p> <p><b>a.</b> Outstanding Employee Award/Other Outstanding Accomplishments</p> <ul style="list-style-type: none"> <li>- Awardee in the school .2</li> <li>- Nomination in the division/awardee in the district .4</li> <li>- Nomination in the region/awardee in the division .6</li> <li>- Nomination in the Department/awardee in the region .8</li> <li>- National Awardee 1</li> </ul>	<b>5</b>	<ul style="list-style-type: none"> <li>• Certificates/Plaques of Recognition or Appreciation</li> </ul>

<p>b. Innovations <i>Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official</i></p> <ul style="list-style-type: none"> <li>- Conceptualized .2</li> <li>- Started the implementation .4</li> <li>- Fully implemented in the school .6</li> <li>- Adopted in the district .8</li> <li>- Adopted in the division 1</li> </ul>	<p>1</p>	<ul style="list-style-type: none"> <li>• Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office</li> <li>• Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office</li> <li>• Certification signed by the Head of Office on the extent of implementation of the office</li> </ul>
<p>c. Research and Development Projects</p> <ul style="list-style-type: none"> <li>- Action research conducted in the school level .25</li> <li>- Action research conducted in the district level .50</li> <li>- Action research conducted in the division level .50</li> <li>- Action research conducted in the regional level 1</li> </ul>	<p>1</p>	<ul style="list-style-type: none"> <li>• Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office</li> <li>• Certification from the Research Committee on the scope of the Research Locale as to where it was conducted</li> </ul>
<p>d. Publication/Authorship</p> <ul style="list-style-type: none"> <li>- Articles published in a journal/newspaper/magazine of wide circulation .25</li> <li>- Co-authorship of a book (shall be divided by the number of authors) 1</li> <li>- Sole authorship of a book 1</li> </ul>	<p>1</p>	<ul style="list-style-type: none"> <li>• Copy of the book, magazine or publication where article is written with name of the author indicated; certification of the authorities concerned</li> </ul>
<p>e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium</p> <ul style="list-style-type: none"> <li>- District level/school .2</li> <li>- Division level .4</li> <li>- Regional level .6</li> </ul>	<p>1</p>	<ul style="list-style-type: none"> <li>• Certificates/Plaques of Recognition or Appreciation</li> </ul>

<ul style="list-style-type: none"> <li>- National level</li> <li>- International level</li> </ul>	<p>.8</p> <p>1</p>	
<p><b>D. EDUCATION AND TRAINING</b></p>		
<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• Complete Academic Requirements for Master’s Degree</li> <li>• Master’s Degree</li> <li>• Complete Academic Requirements for Doctoral Degree</li> <li>• Doctoral Degree</li> </ul>	<p><b>10</b></p> <p>6</p> <p>7</p> <p>9</p> <p>10</p>	<ul style="list-style-type: none"> <li>• Transcript of Records</li> <li>• Certification for Completed Academic Requirements</li> </ul>
<p><b>Training</b> <i>(earned/acquired after the latest promotion)</i></p>	<p><b>10</b></p>	<ul style="list-style-type: none"> <li>• Certificates of completion or participation</li> </ul>
<p>Participant in a specialized training, e.g. scholarship programs, short courses, study grants.</p> <p>Participant in three (3) or more training activities in each level conducted for at least three (3) days.</p> <ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> </ul> <p>Participant in one (1) training conducted for at least three (3) days.</p> <ul style="list-style-type: none"> <li>• National Level</li> <li>• International Level</li> </ul> <p>Chair/Co-Chair in a technical/planning committee</p> <ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> <li>• National Level</li> <li>• International Level</li> </ul>	<p><i>One point for every month of attendance but not to exceed ten (10) points</i></p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	

<b>E. POTENTIAL</b> ( <i>Behavioral Event Interview and Written Examination</i> )	<b>20</b>	HRMPSB Ratings
<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Ability to present Ideas</li> <li>• Alertness</li> <li>• Judgement</li> <li>• Leadership Ability</li> </ul>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>	
<b>F. PSYCHOSOCIAL ATTRIBUTES &amp; PERSONALITY TRAITS</b> ( <i>Behavioral Event Interview and Written Examination</i> )	<b>15</b>	HRMPSB Ratings
<ul style="list-style-type: none"> <li>• Human Relations</li> <li>• Decisiveness</li> <li>• Stress Tolerance</li> </ul>	<p>6</p> <p>5</p> <p>4</p>	
<b>TOTAL</b>	<b>100</b>	