


	<p>Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City</p>		<p>Document Code: SDO-CP-OSDS-PER-026 Revision: 00 Effectivity date: 10/31/2018</p>	<p>DEPARTMENT OF EDUCATION SCHOOLS DIVISION OF ANGELES CITY RELEASED BY: JUN 02 2022</p>
	<p>ANNOUNCEMENT OF VACANT POSITIONS</p>		<p>Name of Office: OSDS-PERSONNEL</p>	

June 1, 2022



The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

POSITION PROFILE	
<p>Position Title: Administrative Officer II Plantilla Item Number: OSEC-DECSB-ADOF2-150473-2020</p>	<p>Salary Grade: 11 Monthly Salary: P25, 439.00</p>
Station of Deployment: EPZA Resettlement ES	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
<p>JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the school.</p>	
GENERAL DUTIES AND RESPONSIBILITIES:	
<p>➤ PERSONNEL ADMINISTRATION</p> <p><i>Recruitment and Selection</i></p> <ul style="list-style-type: none"> □ Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: <ul style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment. c. Prepare ERF of qualified teachers and submit to SDO for processing <p><i>Personnel Records</i></p> <ul style="list-style-type: none"> • Update regularly 201 files and maintain database of personal information of school personnel. • Consolidate daily time record (DTR) of school personnel and prepare monthly report of service. • Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto. • Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS. • Update vacation service/leave credits of school personnel and regularly communicate to all concerned. • Maintain the confidentiality of personal information of school personnel to which he/she has legal access. <p><i>Compensation and Benefits</i></p> <ul style="list-style-type: none"> • Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc). • Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification. • Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO. <p><i>Other HR-related functions</i></p> <ul style="list-style-type: none"> • Update school personnel of the latest HR-related policies. • Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school. • Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school. • Prepare and submit HR-related reports to school head/HRMO • Coordinate regularly with the HRMO in the implementation of HR policies and guidelines • Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel and other school requests for school personnel. 	

	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018
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- **PROPERTY CUSTODIANSHIP**
 - Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
 - Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
 - Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
 - Prepare and submit reports on all property accountability of the school.
 - Perform other functions on property custodianship as may be assigned by the immediate supervisor.
- **GENERAL ADMINISTRATIVE SUPPORT**
 - Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
 - Assist the school planning team in the preparation of SIP/AIP.
 - Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
 - Perform other functions as may be assigned by the School Head.
- **FINANCIAL MANAGEMENT**
 - Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents
 - For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
 - Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
 - Provide assistance to other financial-related task of the School Head.
 - Perform other functions as may be assigned by the School Head.

POSITION PROFILE	
Position Title: Senior Education Program Specialist	Salary Grade: 19 Monthly Salary: P49,835.00
Station of Deployment: School Governance and Operations Division (Social Mobilization and Networking)	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.
Experience:	2 years experience in education research, development, implementation or other relevant experience.
Training:	8 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
JOB SUMMARY: To provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ RESOURCING <ul style="list-style-type: none"> <input type="checkbox"/> Prepare and implement advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education. <input type="checkbox"/> Monitor progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships and submit report to the SDS. <input type="checkbox"/> Prepare final draft of partnership proposals for recommendation to the SDS. <input type="checkbox"/> Prepare final draft of Memorandum of Agreement/ Understanding for recommendation to the SDS. ➤ SUSTAINED PARTNERSHIPS <ul style="list-style-type: none"> <input type="checkbox"/> Finalize write up and provide updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support. <input type="checkbox"/> Prepare and submit Report on Programs supported by Stakeholders (existing and New Ones) to the management of the schools division as feedback on the progress and status of the program as well as the resource requirements of school. 	

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- Prepare and provide Final Report of Accomplishments of Programs supported by stakeholders to provide feedback and generate continuous support
- Monitor and ensure implementation of policies, standards, and guidelines for outcomes-focused resource mobilization to maintain the integrity and credibility of the schools division to its partners and stakeholders.
- Design approach and method for monitoring implementation of programs and projects focused on resource mobilization and submit report to management to provide feedback and generate continuous support.

➤ **RESEARCH AND DEVELOPMENT**

- Conduct action research on factors contributing to successful participation and provision of resources for school governance.

➤ **TECHNICAL ASSISTANCE**

- Provide Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to social mobilization and governance and operations.

POSITION PROFILE

Position Title: Administrative Officer V (Budget Officer)	Salary Grade: 18
Plantilla Item Number: OSEC-DECSB-ADOF5-150021-2014	
Station of Deployment: Budget Unit, Division of Angeles City	Monthly Salary: P45,203.00

QUALIFICATIONS:

Education:	Bachelor's degree relevant to the job
Experience:	2 years relevant experience
Training:	8 hrs. of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility

JOB SUMMARY: To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division

GENERAL DUTIES AND RESPONSIBILITIES

➤ **BUDGET PREPARATION**



- Reviews and evaluates budget proposal submissions of the Schools Division, Schools and Learning Centers based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposals vis a vis prior year's budget/appropriation to guide the SDO management in allocation and approval.
- Prepares budget proposals for the Schools Division, by consolidating the proposals of the various units of the SDO, Schools and Learning Centers
- Attends 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.
- Reviews/Refines justifications for budget proposals to attain the required funds.
- Implements needed budget revisions based on outcome of budget hearings
- Reviews, computes, and prepares special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims
- Answer communications pertaining to budget queries
- Support the preparation of the initial draft of the strategic plan of the schools division (DEDP) by the Division Planning Team by providing inputs on budgeting considerations.
- Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments o compute and provide inputs on the budgetary requirements of the Annual Plan
- Provide technical inputs towards the equitable distribution of critical resources (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) for management decision.

➤ **BUDGET EXECUTION**

- Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan
- Certifies availability of allotments, monitors and records expenditures in appropriate registries
- Coordinates with offices r regarding their programs, projects and activities (PPA) for update and status relative to funding and expenditure
- Evaluates statement of allotment obligations and balances for decision-making purposes

➤ **BUDGET ACCOUNTABILITY AND REPORTING**

- Assist in the preparation of the Budget Accountability Reports (BAR) together with the Planning Officer III
- Analyzes "Summary of Financial Reports" as to accuracy for submission to various agencies
- Evaluates financial performance in accordance with the approved AIP/Work and Financial Plan

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Provide technical support to the Division Planning Team in the preparation of the Annual Accomplishment Report of the schools division for submission to Regional Management

➤ **BUDGET SYSTEMS MAINTENANCE, MONITORING AND EVALUATION**

Recommends and prepares budget related guidelines and memorandums for approval and issuance of the SDS.

Coordinates with various offices/project teams on the effective and uniform implementation of the budgetary controls systems

Gathers information and feedback on the implementation of the budgeting system and prepares and submits findings and recommendations towards the improvement of the budgeting system

➤ **TECHNICAL ASSISTANCE**

Gather data on needs and difficulties encountered by other personnel in the Division with regard to Budgeting. (Technical assistance needs)

Provides technical assistance to School Heads and other Finance personnel of the Schools Division (Technical assistance interventions)

Develop and implement orientations/ training/ seminars/ workshop to inform and build the capability of school divisions management and personnel in preparing budgets following guidelines of DepED and other oversight agencies.

APPLICATION PROCEDURE:

1. Register your application through this link: <https://tinyurl.com/depedacvacantpositions>
2. Submit the following documents arranged in **folder with proper tabs/labels and enclosed in separate sealed envelopes (1 copy for each folder):**

Envelope 1 (For Pre-evaluation of documents):

a. Letter of intent addressed to: MA. IRELYN P. TAMAYO, PhD, CESO V
Schools Division Superintendent

b. CSC Form 212 (Revised Personal Data Sheet with **Work Experience Sheet**)
download from <https://www.depedangelescity.com/resources/downloadable/forms>

c. Transcript of Records (photocopy)

d. Performance Rating for three rating periods (photocopy)

e. Service Record/Certificate of Employment (photocopy)

Envelope 2: (For Division Open Ranking)

a. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet),

b. Transcript of Records (photocopy)


c. Service Record/ Certificate of Employment (photocopy)

d. Other pertinent documents, such as Certificate of Training/Seminars, Innovations, Articles/Publications, Resource Speakership and Outstanding accomplishments. (photocopies)

Application documents must be submitted to the Records Unit, DepEd Division of Angeles City, Jesus St. Pulungbulu Angeles City. Last date of submission will be on **June 8, 2022** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

Reference: Reference: **(DepEd Order 66, s. 2007)** Selection, Promotion and Designation of other Teaching and Related Teaching and Non-Teaching Position

Note: Please ensure that the photocopied documents submitted are certified by authorities concerned (**Omnibus Certificate**) otherwise said documents will not be honored. **All submitted documents will no longer be returned to the applicant.**


 MA. IRELYN P. TAMAYO, PhD, CESO V
 Schools Division Superintendent