



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

April 30, 2021

DIVISION MEMORANDUM

No. 165, s. 2021

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT  
OF EDUCATION REGIONAL OFFICE**

To: Assistant Schools Division Superintendent  
Chiefs of Divisions & Heads of Sections/Units  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education-Regional Office VII (DepEd – RO VII), through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the following vacant positions:
  - 1.1 Chief Administrative Officer;
  - 1.2 Education Program Supervisor;
  - 1.3 Administrative Officer V;
  - 1.4 Accountant; and
  - 1.5 Administrative Aide IV.
2. Interested qualified applicants (only those who meet the education, experience, training, and eligible requirements indicated in the Qualification Standards) shall submit 4 copies of the required documents (1 copy for the original documents; 3 machine copy of the required documents) which are properly tabbed according to the following order, to wit:
  - 2.1 Letter of Intent;
  - 2.2 Duly accomplished Personal Data Sheet (PDS)/CSC Form 212;
  - 2.3 Transcript of Records/School Records;
  - 2.4 Certificate of Eligibility;
  - 2.5 Service Record Certification of Employment;
  - 2.6 Performance rating for the last three (3) rating period prior to the screening;
  - 2.7 Certificate of Training/Seminars attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/co-chairmanship in a Technical Planning Committee);
  - 2.8 Outstanding accomplishment/s (if any); and
  - 2.9 Notarized Omnibus Sworn Statement. (template provided)
3. The documents shall submitted to the Human Resource Management Office (HRM) Unit through the Records Unit-Administrative Division (AD) or through the link <http://www.depedro7.gov.ph/join-us> on or before May 7, 2021.
4. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished PDS.



**Address:** Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol  
**Telephone Nos.:** (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph

5. For details, please see attached job description of the vacant positions.
6. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone numbers (032) 414-7399, 255-1313 or email address: **hrmpsb.ro7@deped.gov.ph**.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/CPC/ADMIN/atm

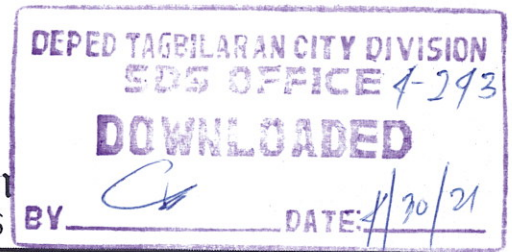


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Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0301**, s. 2021

April 29, 2021

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT  
OF EDUCATION REGIONAL OFFICE VII**

To: Schools Division Superintendents  
All Others Concerned

1. The Department of Education- Regional Office VII (DepEd – RO VII), through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the following vacant positions:

- 1.1 Chief Administrative Officer;
- 1.2 Education Program Supervisor;
- 1.3 Administrative Officer V;
- 1.4 Accountant II; and
- 1.5 Administrative Aide IV.

2. Interested qualified applicants (*only those who meet the education, experience, training, and eligibility requirements indicated in the Qualification Standards*) shall submit 4 copies of the required documents (1 copy for the original documents; 3 machine copy of the required documents) which are properly tabbed according to the following order, to wit:

- 2.1 Letter of Intent;
- 2.2 Duly accomplished Personal Data Sheet (PDS)/ CSC FORM 212;
- 2.3 Transcript of Records/School Records;
- 2.4 Certificate of Eligibility;
- 2.5 Service Record/Certification of Employment;
- 2.6 Performance rating for the last three (3) rating period prior to the screening;
- 2.7 Certificate of Training/Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
- 2.8 Outstanding Accomplishment/s (if any); and
- 2.9 Notarized Campus Sworn Statement. (template provided)

3. The documents shall be submitted to the Human Resource Management Office (HRM) Unit through the Records Unit –Administrative Division (AD) or through the link <http://www.depedro7.gov.ph/join-us> on or before May 7, 2021.




Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City

4. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished PDS.
5. For more details, please see attached job description of the vacant positions.
6. For inquiries, you may contact the DepEd RO VI HRMPSB Secretariat through telephone numbers: (032) 414-7399, 255-1313 or email address: [hrmpsb.ro6@deped.gov.ph](mailto:hrmpsb.ro6@deped.gov.ph).
7. Expenses incurred by the HRMPSB relative to the conduct of the selection process will be charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
8. Wide dissemination of this Memorandum is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Office of the Regional Director

		Revision Code: _____	
Department of Education + A1: D116+A		JD No. _____	
Position Title	Chief Administrative Officer	Salary Grade	24
Parent/Service/Division	Regional Office	Governance Level	Administrative Division
Reports to	Regional Director	Unit/Division	
Position Supervised		Effectivity Date	
<b>JOB SUMMARY</b>			
<p>* To lead and manage the team that will provide the regional office with timely, responsive and efficient administrative services in personnel and records management, procurement, security and records of property, and the overall business operations of the department, with a focus on the following areas:         <ul style="list-style-type: none"> <li>Personnel Management</li> <li>Records Management</li> <li>Procurement</li> <li>Security</li> </ul> </p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Masters degree in Education or other relevant Masters degree		
Experience	4 years relevant experience in management and supervision		
Eligibility	Career Service Professional/ Second Level Eligibility		
Trainings	24 hours training in management and supervision		
<b>B. Preferred Qualifications/Recommended additional requirements</b>			
Education	Masters degree in Education or other relevant Masters degree		
Experience	4 years relevant experience in management and supervision		
Eligibility	Career Service Professional/ Second Level Eligibility		
Trainings	24 hours training in management and supervision		

<b>KEY RESULT AREAS</b>	
Policies and Guidelines	<ul style="list-style-type: none"> <li>* Implement Administrative guidelines and issuances from CO and government oversight agencies</li> <li>* Recommend other issuances and guidelines relevant to the RO and implement when approved.</li> </ul>
Personnel Administration	<ul style="list-style-type: none"> <li>* Reviews, recommends for approval or approves documents by Personnel Section in matters requiring his/her action (e.g. service records, Form 687)</li> <li>* Review and recommends all pertinent personnel actions for the approval to the RO</li> <li>* Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations</li> <li>* Certify on the appointment papers that vacant positions have been published</li> </ul>
Salary and Benefits Administration	<ul style="list-style-type: none"> <li>* Management of the Payroll Unit</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>* Review and validate documents authenticated and verified by Records for release to requesting party.</li> <li>* Validate and sign certifications issued by Records</li> <li>* Review Annual and Administrative Reports submitted by Records and follows through recommendations.</li> <li>* Review process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations.</li> </ul>
Cash Management	<ul style="list-style-type: none"> <li>* Present to the RO management "Report on the conduct of Annual Inventory of Records" and follows through on recommendations.</li> <li>* Provide oversight on cash management functions</li> </ul>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Security and Custody of Properties	<ul style="list-style-type: none"> <li>Develop "Disposable Material Inventory and Inspection Report" and "Report of Waste Material" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials.</li> <li>Conduct monitoring of equipment, materials and other issuances against Invoice Receipt of property (IRP)</li> <li>Develop together with management an "RO Safety and Security Plan" and monitors implementation of such plan</li> <li>Initiate procurement of Janitorial Services for the RO and terminate contract with the service provider as necessary.</li> <li>Develop and implement a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation</li> <li>Act on concerns and issues on utilities to ensure uninterrupted provision of all necessary utilities for the RO including water, telephone, internet services, etc.</li> <li>Develop and implement work management for the RO including work order management.</li> <li>Prepare and manage the budget for Administrative and submit this to be part of the RO Budget.</li> <li>Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative service goals and targets.</li> <li>Integrate and submit accomplishment report of Admin. Services to inform management of progress, issues, and challenges for corrective action</li> <li>Conduct Performance Appraisal Feedback and</li> <li>Participate in direct reports towards continuous improvement of performance</li> <li>Prepare and implement a Professional Development Plan for Administrative Services Personnel</li> <li>Attend management and coordination meeting and conduct staff briefing to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</li> <li>Conducts a regular Meetings of Administrative Services staff for regular updates and work coordination</li> <li>Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems</li> </ul>
Administrative Services Performance	<ul style="list-style-type: none"> <li>Prepares and submits for approval the Annual Work Plan of the concerned office.</li> <li>Implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office. Submits to superior for approval and consolidation into the Depled Budget</li> <li>Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs</li> <li>Implements the approved Work Plan and Budget of the office</li> <li>Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.</li> <li>Regularly monitors and evaluates the office performance according to its KRAs and targets</li> <li>Initiates and proposes action plans to address issues and concerns. Reviews existing processes, system and procedures and recommends improvements to enhance efficiency and effectiveness of the office</li> <li>Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.</li> <li>Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and development interventions for team members with leadership potential.</li> <li>Provide coaching and guidance to the subordinates in the performance of their functions.</li> <li>Monitors and evaluates individual and team performance against set targets and KPIs.</li> <li>Conducts performance evaluation for subordinates.</li> <li>Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel Section</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Prepares and submits for approval the Annual Work Plan of the concerned office.</li> <li>Implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office. Submits to superior for approval and consolidation into the Depled Budget</li> <li>Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs</li> <li>Implements the approved Work Plan and Budget of the office</li> <li>Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.</li> <li>Regularly monitors and evaluates the office performance according to its KRAs and targets</li> <li>Initiates and proposes action plans to address issues and concerns. Reviews existing processes, system and procedures and recommends improvements to enhance efficiency and effectiveness of the office</li> <li>Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.</li> <li>Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and development interventions for team members with leadership potential.</li> <li>Provide coaching and guidance to the subordinates in the performance of their functions.</li> <li>Monitors and evaluates individual and team performance against set targets and KPIs.</li> <li>Conducts performance evaluation for subordinates.</li> <li>Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel Section</li> </ul>
Performan Management	<ul style="list-style-type: none"> <li>Prepares and submits for approval the Annual Work Plan of the concerned office.</li> <li>Implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office. Submits to superior for approval and consolidation into the Depled Budget</li> <li>Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs</li> <li>Implements the approved Work Plan and Budget of the office</li> <li>Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.</li> <li>Regularly monitors and evaluates the office performance according to its KRAs and targets</li> <li>Initiates and proposes action plans to address issues and concerns. Reviews existing processes, system and procedures and recommends improvements to enhance efficiency and effectiveness of the office</li> <li>Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.</li> <li>Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and development interventions for team members with leadership potential.</li> <li>Provide coaching and guidance to the subordinates in the performance of their functions.</li> <li>Monitors and evaluates individual and team performance against set targets and KPIs.</li> <li>Conducts performance evaluation for subordinates.</li> <li>Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel Section</li> </ul>
People Management	<ul style="list-style-type: none"> <li>Prepares and submits for approval the Annual Work Plan of the concerned office.</li> <li>Implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office. Submits to superior for approval and consolidation into the Depled Budget</li> <li>Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs</li> <li>Implements the approved Work Plan and Budget of the office</li> <li>Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.</li> <li>Regularly monitors and evaluates the office performance according to its KRAs and targets</li> <li>Initiates and proposes action plans to address issues and concerns. Reviews existing processes, system and procedures and recommends improvements to enhance efficiency and effectiveness of the office</li> <li>Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.</li> <li>Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and development interventions for team members with leadership potential.</li> <li>Provide coaching and guidance to the subordinates in the performance of their functions.</li> <li>Monitors and evaluates individual and team performance against set targets and KPIs.</li> <li>Conducts performance evaluation for subordinates.</li> <li>Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel Section</li> </ul>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Management Reports	<ul style="list-style-type: none"> <li>* Validates and finalizes all communications, dispatches and reports related to the transactions given action by the office to ensure clarity and completeness.</li> <li>* Provides technical inputs and feedback on transactions given action or activities undertaken by the office for management information and decision-making.</li> </ul>
Management of Finance and Administrative Matter	<ul style="list-style-type: none"> <li>* Ensures that the office has sufficient resources (e.g. office space, equipment, furniture, supplies, etc.) for efficient operations and implementation of programs and projects</li> <li>* Monitors the implementation of projects and programs to ensure completion according to plan or specifications within the required time and budget</li> <li>* Monitors office budget and compliance with local and government rules and regulations on financial and administrative transactions to ensure the proper implementation of each approval and financial transaction.</li> </ul>
Secondary Duties	<ul style="list-style-type: none"> <li>* Performs other duties as may be assigned by supervisor.</li> </ul>





Department of Education	<b>JOB DESCRIPTION</b>	JD No. ....	Revision Code: .....
<b>Position Title</b>	Education Program Supervisor	<b>Salary Grade</b>	22
<b>Parent/Service/Division</b>		<b>Governance Level</b>	Regional Office
<b>Reports to</b>	Chief Education Supervisor	<b>Unit/Division</b>	Curriculum Learning and Management Division
<b>Position Supervised</b>	Administrative Assistant I	<b>Effectivity Date</b>	
<b>JOB SUMMARY</b>			
<p>To provide technical support in management and implementation of the program of basic education, curriculum and the development of learning resources materials to suit the conditions and concerns of our region, to improve the curriculum development, development, and coordination of basic program and policy.</p> <p>To provide technical assistance to the various schools in curriculum implementation, and to the various supervisory and management activities within the institution. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>3. CSC Prescribed Qualifications</b>			
Education	Masters Degree in Education or other relevant degree		
Experience	2 year relevant experience		
Eligibility	RA 1080 (Teacher)		
Trainings	8 hours of relevant training		
<b>3. Preferred Qualifications/Recommended additional requirements</b>			
Education			
Experience			
Eligibility			
Trainings			

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>KEY RESULT AREA/S</b>	<ul style="list-style-type: none"> <li>* Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum</li> <li>* Development together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations.</li> <li>* Submit (together with QAD) Progress monitoring Report of Schools Division Curriculum Implementation and Management per Subject Area</li> <li>* Conduct evaluation of Schools Division Instructional Supervision Plan implementation and submit policy recommendations towards process improvement</li> <li>* Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders</li> <li>* Development and submit Concept Papers and Project designs and proposal for curriculum enhancement and innovation</li> </ul>
Management of Curriculum implementation	<ul style="list-style-type: none"> <li>* Development training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for enrichment, and</li> <li>* Develop(with QAD) processed and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness</li> </ul>



Learning Delivery	<ul style="list-style-type: none"> <li>* Submit reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>* Conduct research on curriculum localization to widen the pool of knowledge and application to the region</li> <li>* Conduct evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division</li> <li>* Recommends publication of effective practices on learning delivery/instructional innovations implemented by the Schools Division for Learning and adoption</li> </ul>
Learning Resource	<ul style="list-style-type: none"> <li>* Lead or work as a Team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum</li> </ul>
KEY RESULT AREA/S	<p style="text-align: center;"><b>DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>* Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials</li> </ul>
Learning Outcomes Assessment	<ul style="list-style-type: none"> <li>* Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisor to pinpoint causes and possible interventions to close the gap.</li> <li>* Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.</li> </ul>
Special Curricular Programs and Support Activities	<ul style="list-style-type: none"> <li>* Conduct monitoring of curricular support activities and submits evaluation reports for appropriate management action</li> </ul>
Technical Assistance	<ul style="list-style-type: none"> <li>* Draft policy recommendation on curricular support activities for regional adoption.</li> <li>* Assess the situation and analyzes the needs of assigned schools division to identify the appropriate and relevant actions and interventions.</li> <li>* Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division</li> <li>* Prepares and submit reports on the progress of the technical assistance being provided to the schools division</li> <li>* Prepares and submit reports on the result of technical assistance and corresponding policy recommendations for managements consideration</li> </ul>

	<b>Department of Education</b> <b>Position Title</b> Accountant II (Payroll) <b>Parent/Service/Division</b> RO - Finance Division <b>Reports to</b> Accountant III <b>Position Supervised</b>	<b>JOB DESCRIPTION</b> Accountant II (Payroll) RO - Finance Division Accountant III Effectivity Date	<b>JD No.</b> _____ <b>Revision Code:</b> _____ 16 Regional Office Accounting Section
<b>JOB SUMMARY</b>			
1. Prepares accountability and financial reports. 2. Prepares the monthly payroll for employees under his direct control. He also maintains the payroll records for the employees. 3. Reviews the financial reports and financial documents for signature of the Accountant III. 4. Prepares the monthly financial statements for the CO and reports and maintains records. 5. Maintains discipline and efficiency of subordinates			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b> Education Bachelor's Degree in Commerce/Business Administration major in Accounting Experience 1 year relevant experience Eligibility RA 1680 (CDA) Trainings 4 hours of relevant training <b>B. Preferred Qualifications/Recommended additional requirements</b> Education Experience Eligibility Trainings			
<b>KEY RESULT AREA/S</b> Financial Records and Report s			
<b>DUTIES AND RESPONSIBILITIES</b> * Ascertains that transactions have been properly recorded in books			
JD_RO_FD_AS_ACCT2(Payroll) Page 1 of 2			
<b>KEY RESULT AREA/S</b>			
* Verify financial statements made by the subordinate, verify the journal voucher * Prepares adjusting entries and journal vouchers * Prepares trial and balances, monthly statements of income and expenditure and other financial statements * Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports * Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy of updated records * Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers * Provides inputs for improvement of accounting section * Reviews, revises and gives feedback on the work of accounting and bookkeeping staff			
<b>Account Tracking</b>			
<b>Financial Transactions Recording Procedures</b>			

 Department of Education <b>Position Title</b> Administrative Aide IV (Asset)	<b>Job Description</b> Administrative Aide IV (Asset)	JD No. _____	Revision Code: _____
		<b>Parent/Service/Division</b> RO - Finance Division	4 Regional Office Administrative Division

**Supervisor**  
 Position Supervised

**JOB SUMMARY**  
 To assist in maintaining proper storage, delivery, and issuance of supplies, materials and equipment towards adequate and timely provision of supplies to the teaching and staff of the Dep. Ed.

**Remarks:** In the process of working on maintenance on serviceable equipment

A. CSC Prescribed Qualifications		QUALIFICATION STANDARDS
Education	Completion of two in college	
Experience	1 year relevant experience	
Eligibility	Career Service Sub-Professional (First Level Eligibility)	
Trainings	4 hours of relevant training	
<b>B. Preferred Qualifications/Recommended additional requirements</b>		
Education		
Experience		
Eligibility		
Trainings		

**KEY RESULT AREA/S**  
 Financial Records and Reports

**DUTIES AND RESPONSIBILITIES**  
 \* Ascertain that transactions have been properly recorded in books

**KEY RESULT AREA/S**  
 SUPPLIES AND MATERIALS


**DUTIES AND RESPONSIBILITIES**

- \* 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, regular 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

**PROPERTIES AND EQUIPMENT**

- \* Help the Supply Officer in maintaining and updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computer, 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, Voucher 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 list of materials recommended for transfer or disposal
- \* Help the Supply Officer in the preparation of documents and the preparation of properties ready for consideration of transfer in accordance with COA rules and regulations.

 Department of Education	<b>JOB DESCRIPTION</b>		Revision Code: _____
	<b>Position Title</b> Administrative Office V Budget Officer III Reports to: Finance Division Accountant III	<b>JD No.</b> _____ <b>Salary Grade</b> Governance Level Budget Position Effectivity Date	16 Regional Office Accounting Section

**Position Supervised**

The budget officer will be responsible for preparing the budget for the Department of Education. This will include working with the various divisions of the Department to determine their budget needs and preparing the budget for the Board of Regents. The budget officer will also be responsible for monitoring the budget throughout the year and making adjustments as needed.

JOB SUMMARY	
<b>A. CSC Prescribed Qualifications</b> Education: Bachelor's Degree relevant to the job Experience: 2 years relevant experience Eligibility: Career Service Professional (Six and Level Eligibility) Trainings: 8 hours of relevant training	
<b>B. Preferred Qualifications/Recommended additional requirements</b> Education Experience Eligibility Trainings	

KEY RESULT AREA/S
Financial Records and Reports

DUTIES AND RESPONSIBILITIES
* Ascertains that transactions have been properly recorded in books

KEY RESULT AREA/S
Budgeting System

DUTIES AND RESPONSIBILITIES
* Install and implement in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency * Conduct orientations and workshops on the budgeting system * Prepare memos and issuances related to the budgeting system and process for the signature of the RD (e.g. call for budget, budget guidelines etc.)

KEY RESULT AREA/S
Budget Preparation

DUTIES AND RESPONSIBILITIES
* Coordinate with various units/project for effective and uniform budgetary controls system and implement agreements. * Review periodically the budgeting system and recommended improvements

KEY RESULT AREA/S
Budget Preparation

DUTIES AND RESPONSIBILITIES
* Review and evaluate budget proposal submissions of the various organizational units in the RO based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposal via a vis prior years budget/appropriation to guide RO management in allocation and approval.

\* Submit for approval the consolidated budget proposal for the Region together with the reviewed and refined notes and justifications in order to attain the required funds.

\* Attend budget hearings/conferences 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-à-vis prior years budget/preparation.

KEY TASK AREAS	DUTIES AND RESPONSIBILITIES
Budget Accountability and Reports	<ul style="list-style-type: none"> <li>* Implement need budget revisions based on outcome of budget increase</li> <li>* Review, compute, and prepare special budget requests and transmits to DEM requests for special budgets</li> <li>* e.g. covering terminal leave benefits and other personnel claims</li> <li>* Answer communications pertaining budget request</li> <li>* Support the preparation of the initial draft of the strategic plan of the Region (RSDP) by the Region Planning Team by providing inputs on budgeting considerations.</li> <li>* Assist in the preparation of the final drafts of the Annual Implementation Plan (AIP) and subsequent adjustments to compute and provide inputs on the budgetary requirements of the Annual Plan</li> <li>* Provide technical inputs towards the equitable distribution of critical resources for the region (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.</li> </ul>
Technical Assistance	<ul style="list-style-type: none"> <li>* Validate and analyze consolidated Budget Accountability Reports (BARS) for submission to RO management</li> <li>* Review Financial reports related to budgeting, for submission to various agencies</li> <li>* Identify areas where Schools Division Office need help in implementing the budgeting system/</li> <li>* Design and implement interventions (policies, programs and activities) respond to their needs</li> </ul>