



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

November 20, 2023

REGION MEMORANDUM
AD-2023-054

SCHEDULE OF SCREENING AND JOB INTERVIEW FOR ADMINISTRATIVE OFFICERS II AND IV IN THE FINANCE DIVISION

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. This announces the vacancy for **one (1) Administrative Officer IV and one (1) Administrative Officer II positions in the Finance Division (FD)** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City.
2. Essential details regarding the vacancy such as but not limited to qualification standards, duties and responsibilities, and application document requirements are enclosed in the **Notice of Vacancy** for guidance of interested applicants.
3. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

Date and Time	Activity	Person Responsible
December 7, 2023 9:00am	Online Orientation on the submission of Documents AO IV/AO II	HRMPSB Secretariat
December 14, 2023 9:00am	Initial Screening/Deliberation of Documents (Face-to-Face) AO IV/AO II	HRMPSB
December 15, 2023 9:00am	Written Examination and Skills Test (Face-to-Face) AO IV/AO II	HRMPSB Secretariat
December 18, 2023 8:00am – 8:15am	Online Behavioral Event Interview and Open Ranking System AO IV/AO II Setting-up/	HRMPSB Secretariat



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SOCCSKSARGEN REGION

8:20am – 11:20am <i>(15-20 minutes per applicant)</i>	Briefing/Orientation for the Applicants Interview Proper AO IV	HRMPSB HRMPSB Secretariat
11:25am – 12:00nn	Consolidation of Assessment of Results for AO IV Continuation of Interview AO II	 HRMPSB Secretariat
1:15pm – 1:25pm	Setting-up/ Briefing/Orientation for the Applicants	HRMPSB
1:30pm – 4:30pm <i>(15-20 minutes per applicant)</i>	Interview Proper AO II	HRMPSB Secretariat
4:30pm – 5:30pm	Consolidation of Assessment of Results for AO II Final Deliberation	HRMPSB

4. Applicants are required to submit **ONLY** the certificates of training not used during the last promotion. In such case, **no points** shall be given.

5. It is reiterated that **applicants who would fail to submit complete mandatory documents** particularly **items a. to j.** contained in the **Notice of Vacancy (NOV) – Enclosure A** on the set deadline shall not be included in the pool of official applicants.

6. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to: Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment, may be subjected for submission of hard copies upon request of the HRMPSB during the initial deliberation/screening of documents for purposes of verification.

7. An online Behavioral Event Interview (BEI) shall be conducted using MS Teams. The committee still adopts the same process with that of the face-to-face interview. Likewise, the ICTU is tasked to maintain the stability of the internet connectivity during the online interview.



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8. The HRMPSB secretariat shall send the link for the profile of applicants and the comparative assessment template to HRMPSB members through their DepEd email accounts for the initial deliberation. **Potential** assignment of points shall be accomplished by the HRMPSB members during the job interview.
9. **The selection criteria and point system to be utilized shall be based on DO No. 007, s. 2023 specifically on the computation of points for Non-Teaching Positions Group-Level II.**
10. Applicants shall be informed of the result of the initial evaluation through official communication channels via email or SMS.
11. See the following enclosures for details:

Enclosure A: Notice of Vacancy for Administrative Officer IV (FD)
Enclosure B: Notice of Vacancy for Administrative Officer II (FD)
Attachments: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference
12. Meals relative to the conduct of the activity shall be charged from the Regional Office MOOE Fund subject to the usual accounting and auditing rules and regulations.
13. For any inquiries, please contact **Emerin B. Astillero, Administrative Officer V at 0965-326-5725.**
14. Wide dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Enc.: As stated
Reference: DepEd Order No. 007, s. 2023
Allotment: None
To be indicated in the Perpetual Index under the subject:
HUMAN RESOURCE PERSONNEL RECRUITMENT

EBA/AD-P/RM/SCHEDULE FOR SCREENING AND JOB INTERVIEW FOR ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE OFFICER II FOR FINANCE DIVISION /006/November 20, 2023



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Enclosure A to Region Memorandum AD-2023-054

NOTICE OF VACANCY
November 30, 2023

Position/Salary Grade	Administrative Officer IV (Budget Officer II) / 15
Monthly Salary	Php36,619.00
No. of Position/ Place of Assignment	1/Budget Section, Finance Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer IV (Budget Officer II)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budgeting System	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.
	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,
	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.)
Budget Preparation	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.
	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	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.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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	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

The DepEd SOCCKSARGEN Regional Office highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **December 12, 2023**.

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating², 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and



Republic of the Philippines
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SOCCSKSARGEN REGION

- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 200) is not relevant to the position to be filled, if applicable.

Qualified Applicants are advised to hand-in or send through courier/email their application to:

CARLITO D. ROCAFORT

Director IV

DepEd RO XII, Carpenter Hill, City of Koronadal

hrmps.region12@deped.gov.ph

The Personnel Section will be **accepting application of interested and qualified applicants** for evaluation of documents.

Please refer to DepEd Order No. 007, s. 2023, “Guidelines on Recruitment, Selection, and Appointment in the Department of Education” for the criteria and number of points assigned to each criterion.


CARLITO D. ROCAFORT
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Note: *Only applicant/s with complete requirements shall be entertained.*



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Enclosure B to Region Memorandum AD-2023-054

NOTICE OF VACANCY
November 30, 2023

Position/Salary Grade	Administrative Officer II (Budget Officer I) / 11
Monthly Salary	Php27,000.00
No. of Position/ Place of Assignment	1/Budget Section, Finance Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer II (Budget Officer I)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budgeting System	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.
Budget Preparation	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
Budget Execution	Assist in the gathering of data needed in the preparation of cost efficiency computations
	Assist in the gathering of data needed in the preparation of cost efficiency computations
	Gather data needed to evaluate and prepare status report on budget utilization
	Prepares documents to approve fund transfer to other operating units
Budget Accountability and Reports	Prepare data needed to approve obligation requests
	Assists in the gathering of data needed in the preparation of budget accountability reports

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