



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 2, 2024

REGION MEMORANDUM
AD-2024-002

**SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED
POSITIONS AT DEPED SOCCSKSARGEN REGIONAL OFFICE**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. This is to announce vacancies for four (4) positions/items at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City; to wit: **one (1) Administrative Officer V (AD-Records), one (1) Accountant I (FD-Accounting Section), one (1) Administrative Officer I (AD-Property & Supply) and one (1) Draftsman II (ESSD).**

2. Important details and timelines 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
January 18, 2024 09:00am	Online Orientation on the submission of Documents AO V/Accountant I/AO I/ Draftsman II	HRMPSB Secretariat
January 25-26, 2024 09:00am	Initial Screening/Deliberation of Documents (Face-to-Face) AO V/Accountant I/AO I/Draftsman II	HRMPSB Secretariat
January 29, 2024 09:00am	Written Examination and Skills Test (Face-to-Face) AO V/Accountant I/AO I/Draftsman II	HRMPSB



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January 30, 2024	Online Behavioral Event Interview And Open Ranking System	
	AO V/AO I	
08:00am – 08:15am	Setting-up/ Briefing/Orientation for the Applicants	HRMPSB Secretariat
08:20am – 11:20am (15-20 minutes per applicant)	Interview Proper AO V/AO I	HRMPSB
11:25am – 12:00nn	Consolidation of Assessment	HRMPSB
12:01nn – 01:00pm	LUNCH	
	Continuation of Online Behavioral Event Interview And Open Ranking System	
	Accountant I/Draftsman II	
01:05pm – 01:20pm	Setting-up/ Briefing/Orientation for the Applicants	HRMPSB Secretariat
01:25pm – 04:30pm (15-20 minutes per applicant)	Interview Proper Accountant I/Draftsman II	HRMPSB
04:35pm – 05:00pm	Consolidation of Assessment and Final Deliberation	HRMPSB



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4. Applicants are required to submit **ONLY** the certificates of trainings not used during the last promotion if required in the minimum qualification standards. In such case, **no points** shall be given.
5. It is reiterated that **applicants who failed 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 the last issuance of appointment, may be allowed to submit, subject to submission of the 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; hence, the ICTU is tasked to maintain the stability of the internet connectivity during the online interview.
8. The **HRMPSB secretariat** shall send the link for the profile of applicants and the comparative assessment template for the initial deliberation through DepEd email account. **Potential** assignment of points shall be accomplished by the HRMPSB members during the job interview.
9. **The process, selection criteria and point system to be utilized shall adhere to DO No. 007, s. 2023 specifically on the computation of points for Non-Teaching Group Level I and 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 V (AD-Records)
 - Enclosure B: Notice of Vacancy for Accountant I (FD-Accounting Section)
 - Enclosure C: Notice of Vacancy for Administrative Officer I (AD-P&S)
 - Enclosure D: Notice of Vacancy for Draftsman II (ESSD)
 - Enclosure E: 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 MOOE Fund subject to the usual accounting and auditing rules and regulations.



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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.: Notice of Vacancy/ Checklist of Requirements and Omnibus Sworn Statement

Reference: DepEd Order No. 007, s. 2023

Allotment: None

To be indicated in the Perpetual Index under the subject:

HUMAN RESOURCE PERSONNEL

EBA/AD-P/RM/SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILED POSITION OF ADMINISTRATIVE OFFICER V, ACCOUNTANT I, ADMINISTRATIVE OFFICER I AND DRAFTSMAN II /002/January 2, 2024



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Enclosure A to Region Memorandum AD-2024-002

NOTICE OF VACANCY
January 12, 2024

Position/Salary Grade	Administrative Officer V (Records Officer III)/18
Monthly Salary	Php 46,725.00
No. of Position/ Place of Assignment	1/Records Section, Administrative Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's degree relevant to the job
Experience	2 years relevant experience
Training	8 hours relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer V (Records Officer III)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Records Management System	Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records.
	Implement means of recording or preserving information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed.
	Implement policies and guidelines on records disposition to determine the ultimate fate of various records.
	Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records.
	Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed.
	Verify and certify documents emanating from the RO or documents in possession.
Receiving and Releasing	Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents.
	Monitor critical documents received for the RO for recording, routing, and tracking to be able to respond to management's queries on such documents.
Documentation, Authentication and Verification	Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated.
	Represents the agency in court to comply with subpoenas duces tecum.
Reporting	Assist Chief Administrative Officer in the preparation of annual reports and other required administrative reports.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	Provide details and mechanics relevant to the schools' division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition.
	Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition.
Technical Assistance	Conduct training/ orientation on records management to staff in the schools' division, schools and learning centers.
	Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools' division.
Unit Performance	Assist Chief AO in planning, directing and supervising activities of Administrative Services.
	Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements.
	Provide feedback on the performance of the AA VI for Records.



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Enclosure B to Region Memorandum AD-2024-002

NOTICE OF VACANCY
January 12, 2024

Position/Salary Grade	Accountant I/12
Monthly Salary	Php 29,165.00
No. of Position/ Place of Assignment	1/Accounting Section, Finance Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None Required
Eligibility	RA 1080 (CPA)

Duties and Responsibilities of an **Accountant I**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ol style="list-style-type: none"> 1 Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. 2 Checks the accuracy, validity and appropriateness of income and expenditure transactions. <ul style="list-style-type: none"> • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. <ul style="list-style-type: none"> ↳ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">↳ Checks the accuracy, validity and appropriateness of income and expenditure transactions.↳ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.↳ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.↳ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.↳ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
Secondary Duties	Perform other functions as assigned.



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Enclosure C to Region Memorandum AD-2024-002

NOTICE OF VACANCY
January 12, 2024

Position/Salary Grade	Administrative Officer I (Supply Officer I)/ 10
Monthly Salary	Php 23,176.00
No. of Position/ Place of Assignment	1/Asset Management Section, Administrative Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer I (Supply Officer I)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Policies, Standards, Guidelines, Systems	Draft and submit suggestions related to Asset Management policies and guidelines based on observations from operations and feedback from clients/users for the consideration of AO V – Asset Management Section.
	Provide inputs to the design/ localization of forms and tools utilized for asset management to make it useful for the needs of the regional users.
Procurement and Acquisition	Performs phases of supply management functions such as procurement of supplies and materials at DBM-PS, equipment and others using various modes of procurement
	Determines actual needs of requesting parties, checks requisitions and prepares agency procurement requests (APR) based on existing stocks and needs
	Makes canvass of competitive prices of goods in the open market, prepares abstract of bids in case of alternative mode of procurement
	Prepares contracts/purchase orders
Custodianship	Checks and receives deliveries based on contract and Purchase Order (PO).
	Checks and accounts deliveries based on contracts/purchase orders or any appropriate document either locally/division/region/central office procured or donated and stores them accordingly
	Issues items to end users using appropriate forms such as ICS, ARE, IRP, RIS, etc.
	Ensure safety and proper storage of SME while in custody
	Preparation of Requisition for SME requested by other offices in the region
	Maintains stocks, conducts inventory, maintains accurate records of all properties and prepares reports as to items issued every month, inventory reports, etc.
Asset Disposal	Segregates unserviceable PPEs.
	Recommends the disposal of unserviceable PPEs.
	Prepares and maintains periodic disposal reports.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Inventory Reports	Leads and manage the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action.
	Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management.
	Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to management for actions and decisions.
	Monitors/obtains report of centrally procured textbook/management/ equipment delivered in the division/ school, integrates and analyzes report and submits recommendation to management based on findings.



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Enclosure D to Region Memorandum AD-2024-002

NOTICE OF VACANCY
January 12, 2024

Position/Salary Grade	Draftsman II/ 8
Monthly Salary	Php 19,744.00
No. of Position/ Place of Assignment	1/Education Support Services Division, Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Draftsman (MC 11, s. 1996 - Cat. II)

Duties and Responsibilities of an **Draftsman II**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Drawings and Blueprints	Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.
Physical Facilities Cost Estimates	Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. Assist in gathering data and providing supporting documents to validate local costing of submitted bid documents on physical facilities.

The DepEd SOCCSKSARGEN 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 **January 24, 2024**.

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating², if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;



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- 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
 - 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" for the criteria and number of points assigned to each criterion for Related-Teaching and Non-Teaching Positions" Group Level I and II.


CARLITO D. ROCAFORT
Director IV

Note: Only applicant/s with complete requirements shall be entertained.



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