



Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Office of the Schools Division Superintendent

DEPARTMENT OF EDUCATION
OCCIDENTAL MINDORO
RELEASED
DATE: MAY 30 2022
DIVISION OFFICE
MAMBURAO

MEMORANDUM

000208

To : OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From: *Lynn G. Mendoza*
LYNN G. MENDOZA
OIC-Schools Division Superintendent

Subject: **CALL FOR APPLICANTS: VACANCIES IN THE DEPED MIMAROPA REGIONAL OFFICE**

Date: **MAY 27, 2022**

Attached is the communication from the Regional Office, Office of the Chairperson, Human Resource Merit Promotion and Selection Board and Officer-in-Charge, Office of the Assistant Regional Director, Atty. Suzzete T. Gannaban-Medina, inviting individuals to apply for the vacant positions in the Regional Office Proper, DepEd MIMAROPA, contents of which are self-explanatory.

Interested individuals shall address their application to:

NICOLAS T. CAPULONG PhD, CESO III
Director IV
Regional Director
DepEd Regional Office IV, MIMAROPA, Meralco Ave, cor St Paul Road, Pasig City

Application with incomplete documents shall not be entertained.

All details on vacancies including the documentary requirements, qualifications, and eligibilities may be referred to the attachments.

For information and guidance.

ASDS Office_rsm/05.27.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
occidental.mindoro@depd.gov.ph
f DepEd Tayo Occidental Mindoro



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Assistant Regional Director

May 20, 2022

TO : REGIONAL OFFICE EMPLOYEES
SCHOOLS DIVISION SUPERINTENDENTS
OTHERS CONCERNED

ANNOUNCEMENT OF VACANCIES

This is to announce the vacancies in the Regional Office and the corresponding requirements per 2007 Qualification Standards Manual. (see attached)

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 May 31, 2022.

1. Letter of Intent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) strictly following CSC Memorandum Circular (M.C.) Nos. 11 and 16, s. 2017 and the "Guide in Filling Up the Personal Data Sheet" which can be downloaded at www.csc.gov.ph; complete with signature, photo, thumb mark and duly sworn and subscribed, failure to do so would be tantamount to disqualification)
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to visit the dmrojas.depedmimaroparegion.ph and follow the instructions on online submission through the site or send their application to:

NICOLAS T. CAPULONG, PhD., CESO III

Director IV

Regional Director

DepED Regional Office IV, MIMAROPA, Meralco Avenue, cor. St. Paul Road, Pasig City

mimaropa.region@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This notice of vacancy is open to all applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political affiliation

Atty. SUZETTE T. GANNABAN-MEDINA

Officer-In-Charge, Assistant Regional Director

DepED MIMAROPA Region and

Officer-In-Charge, Child Protection Unit Head


Chairperson, Human Resource Merit Promotion and
Selections Board

AD-PS/ROIV




Meralco Avenue corner St. Paul Road, Pasig City

Telephone No.: (02) 6314070 / Email Address: mimaropa.region@deped.gov.ph

		Republic of the Philippines Department of Education MIMAROPA REGION	
		NOTICE OF VACANCY	
Position Title	ATTORNEY III		
Item No.	OSEC-DECSB- ATY3-300001-2021	Salary Grade	21
Parenthetical Title	NONE	Monthly Salary	62,449.00
Governance Level	Regional Office	Unit/Division	Legal Unit
JOB SUMMARY			
<p>The Attorney III assists the Attorney IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through:</p> <ul style="list-style-type: none"> • Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and • Effective and efficient delivery of in-house legal services. <p>▪ S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.</p>			
QUALIFICATION STANDARDS			
Education	Bachelor of Laws		
Experience	1 years of relevant experience		
Eligibility	RA 1080 (Bar)		
Trainings	4 hours of relevant training		
KEY RESULT AREAS		DUTIES AND RESPONSIBILITIES	
Impartial, Evidence-Based, and Speedy Disposition of Complaints and Cases (includes private school matters)		<ul style="list-style-type: none"> ▪ Evaluates and makes recommendations on complaints ▪ Evaluates and makes recommendations on matters/issues involving private schools ▪ Conducts preliminary/fact finding investigation in sensitive and complex complaints, including matters concerning private schools ▪ Appears in hearings/proceedings for the prosecution of administrative cases ▪ Prepares resolution, formal charge, decision, comment for cases on appeal and other pleadings ▪ Drafts decisions and other actions on complaints filed against private schools 	
Effective and Efficient In-House General Legal Services		<ul style="list-style-type: none"> ▪ Prepares legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department ▪ Prepares/recommends replies or actions on legal matters ▪ Drafts/reviews contracts, agreements and other legal instruments ▪ Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction ▪ Assists in cases handled by the Office of the Solicitor General ▪ Appears in tribunals and administrative bodies 	

	<p>in behalf of RO/SDO</p> <ul style="list-style-type: none"> ▪ Performs other functions as may be assigned by the appropriate authority
Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law	<ul style="list-style-type: none"> ▪ Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules ▪ Assists the Attorney IV in representations and coordination tasks for the Legal Unit
Legal Service to SDOs without Attorney III positions/appointees	<ul style="list-style-type: none"> ▪ Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO ▪ Assists Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested ▪ Evaluates requests for clearance and certification on pendency and non-pendency of administrative case ▪ Assists the Office of the Schools Division Superintendent in safeguarding the Department's rights and interests on school sites <ul style="list-style-type: none"> ○ Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of schools sites ○ Prepares/reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration) ○ Coordinates with appropriate authorities for issues/concerns relating to school sites ○ Conducts ocular inspection on school sites to validate issues and concerns. ▪ Assists the OSDS in the timely submission of report on matters which are required by law and rules ▪ Leads and manages the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP), as may be applicable ▪ Performs other tasks as may be assigned by the SDS

		Republic of the Philippines Department of Education MIMAROPA REGION	
		NOTICE OF VACANCY	
Position Title		ADMINISTRATIVE OFFICER V (Cashier III)	
Item No.	OSEC-DECSB- ADOF5-300009-2014	Salary Grade	18
Parenthetical Title	NONE	Monthly Salary	45,203.00
Governance Level	Regional Office	Unit/Division	Administrative Services Division – Cashier Section
JOB SUMMARY			
To supervise the team that will provide the RO with services in disbursement, cash collection, liquidation, and financial reporting in order to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations			
QUALIFICATION STANDARDS			
Education		Bachelor's degree relevant to the job	
Experience		2 years relevant experience	
Eligibility		Career Service Professional (Second Level Eligibility)	
Trainings		8 hours of relevant training	
KEY RESULT AREA/S		DUTIES AND RESPONSIBILITIES	
POLICIES AND GUIDELINES		<ul style="list-style-type: none"> Monitor and gather feedback and observation on implementation of policies and procedures on cash management and cash safety and recommend guidelines and issuances to strengthen cash management. Monitor adherence to policies and guidelines in the proper use, maintenance and control of accountable forms such as official receipts, petty cash vouchers and take corrective action on deviations and misuse of such. 	
CASH COLLECTION		<ul style="list-style-type: none"> Review records and cash registry book for all types of collections to ensure that maintenance of records of cash receipts (and disbursements) are according to government rules and regulations Takes custody of all cash funds and verifies, reviews and consolidates collection reports to ensure proper accounting and reporting of collected cash. Deposit daily collection or whenever the amount reaches the maximum allowable collection on hand, note trends in daily cash position and submit report and recommendations. Implement control procedures or take corrective actions on discrepancies, to safeguard said funds Manage and account for cash and checks collections from LGU fund transfer, registration fees and sales of bid documents for inclusion in reporting of cash inflow. Records and maintains updated cash registry book for all types of collections as reference document on cash inflow. 	

DISBURSEMENT AND REMITANCES	<ul style="list-style-type: none"> • Initiates and controls the preparation of checks to pay for DepED obligations based on vouchers/claims signed by authorized signatories. • Release approved checks to payees • Secure and encash checks for cash advances • Supervise accounts for receipts and disbursements of funds • Monitor liquidation of cash advances, petty cash and submit reports
SALARIES AND WAGES	<ul style="list-style-type: none"> • Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals • Draw cash advances for salaries and wages, seminars/workshops • Verify salaries, overtime pay and traveling expenses vouchers • Undertake payroll distribution and other disbursements • Computes and deducts insurance premium, government taxes and other payroll deductions • Pays salaries and wages and other disbursements /Controls payroll and prepares vouchers for salaries and wages • Prepares payment of cash for payrolls and vouchers/ Supervises the preparation of payrolls, vouchers and pay envelopes
REPORTS	<ul style="list-style-type: none"> • Store accountable forms in safe and secure area prevent theft and inappropriate use of the forms. • Monitor issuance and submit report to establish accountability and appropriate use. • Prepare replenishment reports, collection and deposit reports and report of checks issued and cancelled for accounting purpose. • Prepare Report on Utilization of Cash to account for cash advances received and spent for accounting purposes • Verify posting of cash advances, disbursements, collections and deposits • Prepare statement of cash accountability • Keep summary balance of monthly cash disbursements ceiling • Prepare remittance advice
UNIT PERFORMANCE	<ul style="list-style-type: none"> • Prepare and manage the work plan and budget for Cash Section and submit this to be part of the RO Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Cash services goals and targets. • Integrate and submit accomplishment report of Cash Services to inform RO management of progress, issues, and challenges for corrective action. • Conduct performance appraisal feedback and ratings on direct reports towards continuous improvement of performance. • Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section.

	<ul style="list-style-type: none">• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.
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Republic of the Philippines
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NOTICE OF VACANCY

Position Title	DORMITORY MANAGER II		
Item No.	OSEC-DECSB-DORMG2-300064-2014	Salary Grade	11
Parenthetical Title	NONE	Monthly Salary	25,439.00
Governance Level	Regional Office	Unit/Division	HRDD-NEAP R

JOB SUMMARY

To manage the Regional Education Learning Center (RELC) to ensure upkeep and maintenance of the facilities and efficient scheduling of training venues and dormitories for the Regional NEAP's operation and earn revenue to help sustain RELC operations.

QUALIFICATION STANDARDS

Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
RELC Training and Conference Facilities	<ul style="list-style-type: none"> Coordinate and publish schedule and calendar on utilization of training and conference facilities to serve as reference for RO staff and users. Supervise assigning and set up of training and conference facilities according to client requirements. Supervise the work of contracted personnel in cleaning and maintaining facilities Recommends and implements upon approval, an annual "Training Facilities Maintenance, Improvement and Upgrading Plans"
RELC Dormitories	<ul style="list-style-type: none"> Prepares, recommends and implements upon approval "Policies, and procedures in the Dormitories Use and Operations" to ensure efficient dormitory operations. Oversees the preparation of Dormitory rooms based on reservation requests to ensure its readiness for occupancy Oversees the billeting and room assignments of guests to ensure efficient dormitory operation and maximizing room occupancy
RELC Grounds and Surroundings	<ul style="list-style-type: none"> Set policies and operational guidelines and procedures on garbage and waste disposal to ensure cleanliness and sanitation and optimize waste recovery. Oversee grounds upkeep and landscaping surrounding the vicinity of the RELC to maintain a conducive environment for learning

	Republic of the Philippines Department of Education MIMAROPA REGION		
	NOTICE OF VACANCY		
Position Title	ACCOUNTANT I		
Item No.	OSEC-DECSB-A1-300030-2014	Salary Grade	12
Parenthetical Title	NONE	Monthly Salary	27,608.00
Governance Level	Regional Office	Unit/Division	Accounting Section – Finance Division

JOB SUMMARY

Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations

QUALIFICATION STANDARDS

Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Eligibility	RA 1080 (CPA)
Trainings	None required

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ul style="list-style-type: none"> ▪ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ▪ 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. ▪ Reviews the financial statements and related schedules. ▪ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ▪ 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.
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Republic of the Philippines
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NOTICE OF VACANCY

Position Title	Administrative Assistant I		
Item No.	OSEC-DECSB-ADASI-300062-2014	Salary Grade	7
Parenthetical Title	NONE	Monthly Salary	17,899.00
Governance Level	Regional Office	Unit/Division	Quality Assurance Division


JOB SUMMARY

This position provide administrative support to the management and staff in the effective and efficient operation of the Quality Assurance Division

QUALIFICATION STANDARDS

Education	Completion of 2 years studies in college
Experience	None required
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	None required

KRA	DUTIES AND RESPONSIBILITIES
Records Management	<ul style="list-style-type: none"> ▪ Receives, records and routes documents addressed to the QAD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents ▪ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. ▪ Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	<ul style="list-style-type: none"> ▪ Prepares or encodes into electronic format word documents and other presentation materials ▪ Provides assistance and administrative support to training and conferences as assigned. ▪ Coordinates preparation of documents needed in the operations of QAAD ▪ Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	<ul style="list-style-type: none"> ▪ Schedules/calendars QAD activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time ▪ Travel bookings made ▪ Appointment, venue, meals arranged ▪ Received/routed calls ▪ Visitors responded to ▪ Follow through on inquiries

	Republic of the Philippines Department of Education MIMAROPA REGION NOTICE OF VACANCY		
Position Title	ADMINISTRATIVE AIDE VI (Payroll Unit)		
Item No.	OSEC-DECSB- ADA6-300007-2004	Salary Grade	6
Parenthetical Title	NONE	Monthly Salary	16, 877.00
Governance Level	Regional Office	Unit/Division	Personnel Section – Administrative Services Division
JOB SUMMARY			
<ul style="list-style-type: none"> ▪ Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating 			
QUALIFICATION STANDARDS			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	None required		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	None required		
KRA	DUTIES AND RESPONSIBILITIES		
SALARY COMPUTATION	<ul style="list-style-type: none"> ▪ Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating. ▪ Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments ▪ Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability. ▪ Prepare payroll remittance advice ▪ Prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution. ▪ Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc. 		