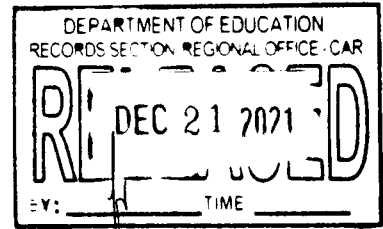




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM

TO : **Schools Division Superintendents**
Chiefs of Division
All Others Concerned



FROM : **ESTELA L. CARIÑO EdD, CESO III**
 Director IV/Regional Director

SUBJECT: **NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE**

DATE : December 17, 2021

1. This is to inform all interested applicants of the vacant positions at the Administrative Division, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS				
	Position Title/SG	Education	Experience	Training	Competency (if applicable)
Chief Administrative Officer	Master's Degree OR Certification in Leadership and Management from CSC	4 years Supervisory/ Management experience	40 hours of supervisory /management learning and development intervention undertaken within the last 5 years	<ul style="list-style-type: none"> - Building Collaborative, inclusive working relationships - Managing performance and coaching for results - Leading Change - Thinking Strategically and Creatively - Creating and Nurturing a High Performing Organization 	Career Service Professional/ 2 nd Level Eligibility
Administrative Officer IV	Bachelor's Degree relevant to the Job	1 yr of relevant experience	4 hrs. of relevant training		CSC (Professional) /2 nd Level Eligibility
Administrative Officer II	Bachelor's Degree relevant to the Job	None required	None required		CSC (Professional) /2 nd Level Eligibility
Administrative Aide III	Completion of 2 yr studies in college or High School graduate with relevant vocation/trade course	None required	None required		CSC (Professional) /1 st Level Eligibility



Address: Wangal, La Trinidad, Benguet, 2601
 Telephone No.: (074) 422-1318
 Email: car@deped.gov.ph



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2. Attached are the job description of the vacant positions for reference and tentative schedule of assessment activities.
3. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
4. Submit the following documents on or before ***December 27, 2021***:
 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 2. Three (3) recent Performance ratings, if applicable;
 3. Photocopy of certificate of eligibility/rating/license;
 4. Photocopy of Transcript of Records;
 5. Certificates of trainings/seminars attended;
 6. Service Records
 7. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.

Applications with incomplete documents regarding the above qualifications shall not be entertained.

5. Qualified applicants are advised to upload their applications and documents to the online job application system, or hand in/send through courier their application to:

ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director
DepED-CAR Regional Office, Wangal
La Trinidad, Benguet
<http://www.depedcar.ph/jobs/online-application>

6. For information and dissemination.




Address: Wangal, La Trinidad, Benguet, 2601
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TENTATIVE SCHEDULE OF ASSESSMENT ACTIVITIES

Date/Time/Venue	Activity	HRMPSB Member and Secretariat
Jan. 7, 2022 9:00 AM onwards (ARD's Office)	Paper Assessment for Chief Administrative Officer position	OIC-ARD Florante E. Vergara, Eleonora A. Albidas, Sasha Joseph L. Daganos, Clemente D. Bandao, Dumas D. Aban, Marty Deion T. Estacio, Elena C. Tawanna
Jan. 13, 2022 8:30 – 9:00 AM	Written Exam	HRMPSB Secretariat
Jan. 13, 2022 9:15 AM onwards	Interview	OIC-ARD Florante E. Vergara, Eleonora A. Albidas, Sasha Joseph L. Daganos, Clemente D. Bandao, Dumas D. Aban, Marty Deion T. Estacio, Elena C. Tawanna
Jan. 17, 2022	Submission of Comparative Assessment (Ranklist) for Chief Administrative Officer to the Head of Office	HRMPSB Secretariat
Jan. 11-12, 2022 9:00 AM onwards (ARD's Office)	Paper Assessment for Administrative Officer IV, Administrative Officer II and Administrative Aide III positions	OIC-ARD Florante E. Vergara, Eleonora A. Albidas, Sasha Joseph L. Daganos, Clemente D. Bandao, Daisy P. Eswat, Purita D. de los Santos, Lilia A. Banawe, Dumas D. Aban, Marty Deion T. Estacio, Elena C. Tawanna
Jan. 18, 2022 8:00-8:30 AM	Written Exam	HRMPSB Secretariat
Jan. 18, 2022 8:45 AM onwards	Interview	OIC-ARD Florante E. Vergara, Eleonora A. Albidas, Sasha Joseph L. Daganos, Clemente D. Bandao, Daisy P. Eswat, Purita D. de los Santos, Lilia A. Banawe, Dumas D. Aban, Marty Deion T. Estacio, Elena C. Tawanna
Jan. 21, 2022	Submission of Comparative Assessment (Ranklist) for Administrative Officer IV, Administrative Officer II and Administrative Aide III positions	HRMPSB Secretariat

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Chief Administrative Officer	Salary Grade	24
Parenthetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Regional Director	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education.</p> <p>To provide the regional management with technical advice in the management and administration of the regional office.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's Degree Or Certificate in Leadership and Management from the CSC		
Experience	4 years supervisory/management experience		
Eligibility	Career Service Professional/Second Level Eligibility		
Trainings	40 hours of supervisory/management learning and development intervention undertaken within the last 5 yrs.		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			


KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Policies And Guidelines	<ol style="list-style-type: none"> 1. Implement Administrative guidelines and issuances from CO and government oversight agencies, 2. Recommend other issuances and guidelines relevant to the RO and implement when approved.
Personnel Administration	<ol style="list-style-type: none"> 1. Reviews, recommends for approval or approves documents by Personnel Section in matters requiring his/her action (e.g. service records, Form 6&7, service records) 2. Review and recommends all pertinent personnel actions for the approval of the RD 3. Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations 4. Certify on the appointment papers that vacant positions have been published
Salary And Benefits Administration	<ol style="list-style-type: none"> 1. Management of the Payroll Unit
Records Management	<ol style="list-style-type: none"> 2. Review and validate documents authenticated and verified by Records for release to requesting party. 3. Validate and sign certifications issued by Records. 4. Review Annual and Administrative Reports submitted by Records and follows through recommendations. 5. Review process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations. 6. Present to the RO management "Report on the Conduct of Annual Inventory of Records" and follows through on recommendations.
Cash Management	<ol style="list-style-type: none"> 7. Provide oversight on cash management functions 8. Review and check for accuracy and validity and endorse all report on cash collection, disbursement and liquidation to Accountant. 9. Review and approve advice of checks issued and cancelled for submission to the Bureau of the Treasury and Authorized Government Depository Bank
Supply And Procurement	<ol style="list-style-type: none"> 1. Review the consolidated Annual Procurement Plan (APP) prepared by Supply and Procurement and validates with budget. 2. Review Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> 3. Reviews “Disposable Material Inventory and Inspection Report “ and “Report of Waste Materials” by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials. 4. Conduct monitoring of equipment, materials and other issuances against Invoice Receipt of Property (IRP) .
Security And Custody Of Properties	<ol style="list-style-type: none"> 1. Develops together with management an “RO Safety and Security Plan” and monitors implementation of such plan. 2. Search and Initiate procurement of services of a Security Agency for the RO and manage the contract with the agency.
Maintenance of RO Grounds And Facilities	<ol style="list-style-type: none"> 1. Develop and implement plans for the RO office configurations and utilization and initiate necessary constructions for the various offices in the RO. 2. Initiate procurement of Janitorial Services for the RO and terminate contract with service provider as necessary. 3. Develop and implement a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation. 4. Act on concerns and issues on utilities to ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.) 5. Develop and implement with management an RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities.
Administrative Services Performance	<ol style="list-style-type: none"> 1. Prepare and manage the budget for Administrative and submits this to be part of the RO Budget. 2. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets. 3. Integrate and submit accomplishment report of Admin. Services to inform management of progress, issues, and challenges for corrective action.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> 4. Conduct Performance Appraisal Feedback and 5. Ratings on direct reports towards continues improvement of performance 6. Prepares and implements a Professional Development Plan for Administrative Services personnel 7. Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. 8. Conducts regular Meetings of Administrative Services staff for regular updates and work coordination. 9. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES OF SUPERVISORY/MANAGERIAL POSITIONS
<p>Note: The Chief will provide support to the Director in the execution of these functions in his/her respective office and level.</p>	
<p>Planning</p>	<ol style="list-style-type: none"> 1. Prepares and submits for approval the Annual Work Plan of the concerned office. 2. 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 DepEd Budget. 3. Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs.
<p>Performance Management</p>	<ol style="list-style-type: none"> 1. Implements the approved Work Plan and Budget of the office 2. 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. 3. Regularly monitors and evaluates the office performance according to its KRAs and targets 4. Initiates and proposes action plans to address issues and concerns. Reviews existing processes, systems and procedures and recommends improvements to enhance efficiency and effectiveness of the office.
<p>People Management</p>	<ol style="list-style-type: none"> 1. Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office. 2. Coordinates with the BHROD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES OF SUPERVISORY/MANAGERIAL POSITIONS
	<p>development interventions for team members with leadership potential.</p> <ol style="list-style-type: none"> 3. Provides coaching and guidance to the subordinates in the performance of their functions 4. Monitors and evaluates individual and team performance against set targets and KPIs. 5. Conducts performance evaluation for subordinates. 6. Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel action.
Management Reports	<ol style="list-style-type: none"> 1. Validates and finalizes all communications, dispatches and reports related to the transactions given action by the office to ensure clarity and completeness 2. Provides technical inputs and feedback on transactions given action or activities undertaken by the office for management information and decision-making.
Management of Finance and Administrative Matters	<ol style="list-style-type: none"> 1. Ensures that the office has sufficient resources (e.g. office space, equipment, furniture, supplies, etc.) for efficient operations and implementation of programs and projects 2. Monitors the implementation of projects and programs to ensure completion according to plan or specifications within the required time and budget. 3. Monitors office and staff compliance with DepEd and government rules and regulations on financial and administrative transactions, i.e. liquidations of cash advances and Travel Expense Vouchers (TEVs); annual submission of Statements of Assets and Liabilities, others.
Secondary Duties	<ol style="list-style-type: none"> 1. Performs other duties as may be assigned by superior.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Officer IV (Procurement)	Salary Grade	15
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Officer II	Page/s	
JOB SUMMARY			
<p>The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Preferably has a background in public administration, business management/administration or law		
Experience	At least 2 years experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program		


KRA	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul style="list-style-type: none"> • Assist the end-user units in the preparation of their procurement documents • Conduct quarterly end-user interface • Review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE • Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units
Procurement Process Management	<ul style="list-style-type: none"> • Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system • Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures • Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices
Procurement Contracts Management	<ul style="list-style-type: none"> • Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts
Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • Assist in the preparation of Inspection Order to be issued by the Regional Director (RD) or the Head of the Administrative Section, as may be authorized by the RD, by providing the particulars of the project and items for inspection • Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements)

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants
Secondary Duties	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the Head of Office

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Officer II (Procurement)	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer IV	Effectivity Date	
Positions Supervised	None	Page/s	
JOB SUMMARY			
<p>The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	At least 1 year experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the basic course of the DepEd Procurement Professionalization Program		

KRA	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul style="list-style-type: none"> • Assist the Administrative Officer IV in the conduct of quarterly end-user interface • Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP • Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt of approved procurement requests from the end-user units
Procurement Process Management	<ul style="list-style-type: none"> • Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings • Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents • Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan • Record minutes of Bids and Awards Committee meetings • Submit procurement documents for further review for presentation during the BAC meeting • Develops a supplier, contractor and consultant, and observer database for the central and regional offices. • Updates database regularly • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices
Procurement Contracts Management	<ul style="list-style-type: none"> • Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Assist in the coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Provide administrative support in the implementation and administration of procurement contracts • Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts • Provide administrative support in monitoring compliance with specified terms and conditions of the procurement contracts

KRA	DUTIES AND RESPONSIBILITIES
Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • Gather data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to the PMR and APCPI • Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices • Encodes latest prices gathered through market survey, and updates prices on a regular basis
Administrative & Records Management	<ul style="list-style-type: none"> • Provide administrative support to the RO Inspectorate Team by checking and providing them copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO • Coordinate with School Heads for the delivery of goods procured by the RO or CO • Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants • Coordinates and facilitates actual conduct of meetings with end-users
Secondary Duties	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the Head of Office

 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Administrative Aide III</p>	<p>Salary Grade</p>	<p>03</p>
<p>Parenthetical Title</p>		<p>Governance Level</p>	<p>Regional Office</p>
<p>Office/Bureau/Service</p>	<p>Administrative Division</p>	<p>Unit/Division</p>	<p>General Services Unit</p>
<p>Reports to</p>	<p>Administrative Officer IV</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>			
<p>JOB SUMMARY</p>			
<p>Perform general clerical tasks, messengerial works or drive service vehicle under the motorpool, or other manual jobs</p>			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Completion of two-year studies in college or High School Graduate with relevant vocational/trade course</p>		
<p>Experience</p>	<p>None required</p>		
<p>Eligibility</p>	<p>Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility</p>		
<p>Trainings</p>	<p>None required</p>		
<p>B. Preferred Qualifications:</p>			
<p>Education</p>			
<p>Experience</p>			
<p>Eligibility</p>			
<p>Trainings</p>			

KRA	DUTIES AND RESPONSIBILITIES
Clerical	<ul style="list-style-type: none"> • Perform a variety of skilled clerical tasks, receives and processes job request or trip tickets following established rules and regulations; • Endorse communication to proper offices • Keep time records of employees
Messengerial	<ul style="list-style-type: none"> • Perform general messengerial work, collect/segregate incoming and outgoing correspondence, documents, packages, office supplies and materials.
Filing	<ul style="list-style-type: none"> • Perform clerical tasks such as filing cards, sorting mail, maintaining simple records or maintaining small stock of office supplies.