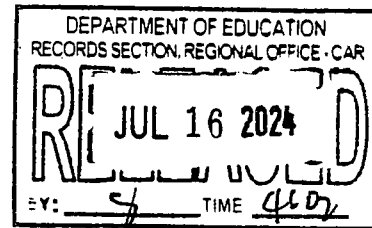




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM
 No. 461.2024

NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE

To: Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

1. This is to inform all interested applicants of the vacant positions in the Regional Office:

- 1.1 Accountant III (see details in Table 1)
- 1.2 Accountant II (see details in Table 2)
- 1.3 Administrative Aide VI (Clerk III) (see details in Table 3)

Table 1

Position Title/SG:	Accountant III, SG 19 (P51,357.00)
Item No.:	OSEC-DECSB-A3-90001-1998
CSC Prescribed Qualifications:	
Education:	Bachelor's Degree in Commerce/Business Administration major in Accounting
Training:	8 hours of relevant training
Experience:	2 years of relevant experience
Eligibility:	RA 1080
Place of Assignment:	Finance Division
Job Summary:	
<ul style="list-style-type: none"> • To supervise, facilitate and monitor the work of the accounting personnel and ensure proper utilization of funds and preparation of reliable and timely financial reports. • To ensure that financial report will be fairly presented; that all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules and regulations. To supervise, facilitate and monitor the work of the accounting personnel and ensure proper utilization of funds and preparation of reliable and timely financial reports. 	

Table 2

Position Title/SG:	Accountant II, SG 16 (P39,672.00)
Item No.:	OSEC-DECSB-A2-90001-1998
CSC Prescribed Qualifications:	
Education:	Bachelor's Degree in Commerce/Business Administration major in Accounting
Training:	4 hours of relevant training
Experience:	1 year of relevant experience
Eligibility:	RA 1080
Place of Assignment:	Finance Division
Job Summary:	



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



DepEd Tayo Cordillera

<https://depedcar.ph>



Certificate No. PHP QMS 24 01 0182



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

- To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations.
- Prepares accountability and financial reports; supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies; reviews the financial reports and financial documents for signature of the Accountant III; analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations; and, maintains discipline and efficiency of subordinates.

Table 3

Position Title/SG:	Administrative Aide VI (Clerk III), SG 6 (P17,553.00)
Item No.:	OSEC-DECBSB-ADA6-90014-2004
CSC Prescribed Qualifications:	
Education:	Completion of two-year studies in college
Training:	None required
Experience:	None required
Eligibility:	CS (Subprofessional)/ First Level Eligibility
Place of Assignment:	Administrative Services Division
Job Summary:	
<ul style="list-style-type: none"> • Prepares payroll of RO and SDOs based on F7, PVP reports and other documents from the SDOs • Prepares payroll-related reports and prints remittances to GSIS, Pag-IBIG, accredited lending agencies, etc. 	

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to apply. Submit the following documents in **one copy** on or before **July 24, 2024**:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, 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;



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

DepEd Tayo Cordillera

<https://depedcar.ph>



Certificate No. PFP 0545
24 02 0182



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

- i. Photocopy of 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. **Duly notarized** 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) (**Download here: <http://tinyurl.com/ChecklistandOSS>**); and,
- k. Other documents, if applicable:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment; and,
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item "i" is not relevant to the position to be filled, if applicable.
- l. **For Walk-in applicants:** Submit an electronic copy of the requirements in a flash drive.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Qualified applicants are advised to upload their applications and documents to the online job application system through **<https://depedcar.ph/jobs/online-application>**, or hand in/send through courier their application to:

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director
DepED-CAR Regional Office
Wangal, La Trinidad, Benguet

4. For information and dissemination.

RONALD B. CASTILLO
Director III
Officer-In-Charge
Office of the Regional Director

For the Assistant Regional Director:

MAKSIM A. BOTILAS
Chief Administrative Officer
Officer-In-Charge

ASD/MAB/eea



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



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PMP 0363
34 83 0182