



Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION

<b>NOTICE OF VACANCY</b>			
Position Title	<b>Education Program Supervisor</b>	Subject Area	<b>Filipino</b>
Item No.	<b>OSEC-DECSB-EPSVR-300004-2011</b>	Salary Grade	22
Parenthetical Title	None	Monthly Salary	<b>74,836</b>
Governance Level	<b>Regional Office</b>	Unit/Division	Curriculum and Learning Management Division

**JOB SUMMARY**

- To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects;
- To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

**QUALIFICATION STANDARDS**

Education	Masters degree in education or other relevant degree or Masters degree with specific area of specialization
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant training
Preferred Qualifications	Experience in managing schools press conference  Reading intervention/innovation  Journalism  Subject area (Masters degree)

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Management of Curriculum Implementation</b>	<ul style="list-style-type: none"> <li>• Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>• Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide</li> </ul>



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	<p>to gauge adherence to standards while implementing innovations.</p> <ul style="list-style-type: none"> <li>• Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>• Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>• Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>• Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>• Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ul>
<p><b>Curriculum Development, Enrichment, and Localization</b></p>	<ul style="list-style-type: none"> <li>• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.</li> <li>• Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>• Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>• Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ul>
<p><b>Learning Delivery</b></p>	<ul style="list-style-type: none"> <li>• Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions</li> <li>• Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.</li> </ul>
<p><b>Learning Resource</b></p>	<ul style="list-style-type: none"> <li>• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum</li> <li>• Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.</li> </ul>
<p><b>Learning Outcomes Assessment</b></p>	<ul style="list-style-type: none"> <li>• Gather result of assessment reports per schools division and analyze performance gaps</li> </ul>



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	<p>with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.</p> <ul style="list-style-type: none"> <li>• Draft policy recommendations related to improving learning outcome based on findings from studies and reports.</li> </ul>
<p><b>Special Curricular Programs and Support Activities</b></p>	<ul style="list-style-type: none"> <li>• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.</li> <li>• Drafts policy recommendations on curricular support activities for regional adoption.</li> </ul>
<p><b>Technical Assistance</b></p>	<ul style="list-style-type: none"> <li>• Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions</li> <li>• Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division.</li> <li>• Coach the schools division in implementing interventions related to curriculum management and instructional delivery.</li> <li>• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division</li> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</li> </ul>



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Position Title	<b>ACCOUNTANT I</b>		
Item No.	<b>OSEC-DECSB-A1-300030-2014, OSEC-DECSB-A1-300031-2014 AND OSEC-DECSB-A1-300029-2014</b>	Salary Grade	<b>12</b>
Parenthetical Title	<b>NONE</b>	Monthly Salary	<b>30,705</b>
Governance Level	<b>Regional Office</b>	<b>Unit/Division</b>	<b>Accounting Section – Finance Division</b>

**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

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Financial Records and Reports</b>	<ul style="list-style-type: none"> <li>• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>• Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> </ul>



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- 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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Position Title	<b>ADMINISTRATIVE ASSISTANT I</b>		
Item No.	<b>OSEC-DECSB-ADAS1-300065-2014</b>	Salary Grade	<b>7</b>
Parenthetical Title	Secretary I	Monthly Salary	<b>19,365</b>
Governance Level	<b>Regional Office</b>	<b>Unit/Division</b>	<b>Finance Division</b>

**JOB SUMMARY**

To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division

**QUALIFICATION STANDARDS**

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

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Finance, Budget, Payroll Systems</b>	<ul style="list-style-type: none"><li>• Install and implement in the region the required financial systems (<i>budgeting, accounting, payroll processing and reporting</i>) for improved productivity, efficiency and timely completion of government transactions</li><li>• Prepare and consolidate budget proposals including supporting justifications and explanations</li><li>• Prepare/process the following:<ul style="list-style-type: none"><li>➢ Fund estimates to support the Region's plans and programs subject to set budgetary ceilings and assist in the execution and control of the approved budget of the Region; and</li><li>➢ Payrolls and salary checks/ ATMs of all public elementary and non-IUs secondary school teachers and non-teaching personnel, including remittances of authorized</li></ul></li></ul>





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	<p style="text-align: right;"><i>deductions and maintain records of the same, coordinate with other government agencies like GFI's, BIR, etc...</i></p> <p style="text-align: center;">➤ <i>Financial transactions</i></p> <ul style="list-style-type: none"> <li>• <i>Certify as to the availability of funds and/or allotments.</i></li> <li>• <i>Maintain the books of accounts and registries.</i></li> <li>• <i>Prepare, consolidate and submit financial statements and other accountability reports</i></li> <li>• <i>Provide the Regional Director with the necessary advice, assistance, and services on budgetary, financial management matters;</i></li> <li>• <i>Develop and establish procedures in monitoring and supervision of schools divisions financial resources</i></li> <li>• <i>Formulate, in coordination with the RDC, the budget to support the regional educational plan which shall take into account the educational plans of the divisions</i></li> </ul>
<p><b>Technical Assistance to Field Operating Units</b></p>	<p>In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services</p>
<p><b>Financial Monitoring and Evaluation</b></p>	<p>In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services</p> <ul style="list-style-type: none"> <li>➤ <i>Resource mobilization and utilization; and</i></li> <li>➤ <i>Compliance with the existing rules and regulations</i></li> </ul>