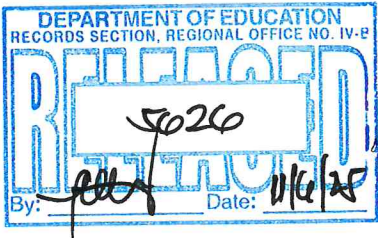




Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

November 06, 2025

ANNOUNCEMENT OF VACANCIES

TO :
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL DIVISION CHIEFS
ALL OTHERS CONCERNED

This is to announce the vacancies in the Regional Office and the corresponding requirements per 1997 Qualification Standards Manual, MC 10 s.2005 and MC 007 s.2025.

Interested and qualified applicants should signify their interest in writing. Attach the following documents (**with complete ear tags/label**) and arranged as listed below to the application letter and send to the address below not later than **November 17, 2025**.

- a. **Letter of Intent addressed to the Head of Office**
- b. **Fully accomplished Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, **Revised 2025**) strictly following CSC Memorandum Circular (M.C.) Nos. 11 and 16, s. 2017 and the "Guide in Filling Up the Personal Data Sheet" with **Work Experience Sheet** (if applicable) 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)
- c. **Photocopy of valid and updated PRC License/ID, if applicable;**
- d. **Photocopy of Certificate of Eligibility /Rating, if applicable;**
- e. **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;**
- f. **Photocopy of Certificate/s of Training attended, if applicable and**
- 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;**
- 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. **DO 7 s.2023 Annex C or the 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), duly notarized by authorized official;
- k. Others (Certificate of Participation/Certificate of Recognition etc.
- l. For external applicants, job description with summary of actual duties and responsibilities of previous or present position duly signed by the Head of Office or HRMO, if applicable
- m. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

Applicable means of verification of other outstanding accomplishments as indicated in DepEd Order No. 007 s.2023 reckoned from the date of last issuance of appointment (**with complete ear tags/label**) must be completely and accurately submitted:

- 1. Letter of Citation or Commendation from previous Employer
- 2. Academic or Inter-school Awards
- 3. Outstanding Employee Awards



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	1 of 23



Certificate No. PHP QMS
24 93 0182



Republic of the Philippines
Department of Education
MIMAROPA REGION

- a. Any issuance, memorandum or document showing the criteria for the Search and certificate of recognition/merit
- 4. Research and Innovation:
 - a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 - b. Accomplishment Report verified by the Head of Office
 - c. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office
 - d. Certification of adoption by another school/office duly signed by the Head of Office.
 - e. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.
- 5. Subject Matter Expert / NTWG or Committee Membership
 - a. Issuance/Memorandum showing the membership
 - b. Certificate of Participation or Attendance; and
 - c. Output/Adoption by the organization/DepEd
- 6. Resource Speakership / Learning Facilitation
 - a. Issuance/Memorandum/Invitation/Training Matrix;
 - b. Certificate of Recognition/Merit/Commendation; and
 - c. Slide deck/s used and/or Session guide/s
- 7. NEAP Accredited Learning Facilitator
 - a. Certificate of Recognition as Learning Facilitator issued by NEAP in the Region
 - b. Certificate of Accreditation as Learning Facilitator issued by NEAP Central Office
- 8. Application of Education (AoE)
 - a. Action Plan approved by the head of agency (office)
 - b. Accomplishment Report verified by the head of agency (office)
 - c. Certification of the utilization/adoption signed by the authority concerned
- 9. Application of Learning and Development (ALD)
 - a. Certificate of Training or Certification on any applicable L&D intervention acquired that must be aligned to Individual Professional Development Plan (IPPD) ;for external applicants, a certification from HR stating that the L&D intervention is aligned to the core tasks of the incumbent or previous position shall berequired;
 - b. ActionPlan/Reentry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project aligned to the L&D intervention attended, duly approved by the Head of Office;
 - c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office;
 - d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office/s at the local/higher level.

Individuals who failed to submit complete mandatory documents (**ITEMS A to J**) on the set deadline shall not be included in the pool of applicants.



Republic of the Philippines
Department of Education
MIMAROPA REGION

QUALIFIED APPLICANTS are advised to register at 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 and personnel.mimaroparegion@deped.gov.ph

Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 007 s.2023 re: "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" to wit:

NON-TEACHING POSITIONS:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
A. Education	5	5	5	10
B. Training	5	5	10	5
C. Experience	20	20	15	15
D. Performance	10	20	20	20
E. Outstanding Accomplishments	5	10	10	10
F. Application of Education	-	10	10	10
G. Application of L&D	-	10	10	10
H. Potential (Written test, BEI, Work Sample Test)	55	20	20	20
TOTAL	100	100	100	100

TEACHING-RELATED POSITIONS:

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
A. Education	10	10	10
B. Training	10	10	10
C. Experience	10	10	10
D. Performance	20	20	25
E. Outstanding Accomplishments	10	5	10
F. Application of Education	10	15	10
G. Application of L&D	10	10	10
H. Potential (Written test, BEI, Work Sample Test)	20	20	15
TOTAL	100	100	100



Republic of the Philippines
Department of Education
MIMAROPA REGION

The Regional Human Resource Merit Promotion and Selections Board(HRMPSB) shall be composed of the following:

Chairperson: Cherrylou D. Repia
Director III
Office of the Assistant Regional Director

Members:

For Accountant I and Accountant II under Finance:
Ardee D.C. Ramilo, Chief Administrative Officer, Finance
Marlo Theodore R. Iledan, Accountant III, FD
Jenyl Roma D. Rodriguez, Admin Officer V, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Feejay A. Dimaculangan, Education Program Supervisor, 2nd LevelRep

For Administrative Officer V under ASD-Personnel Section:
Jenyl Roma D. Rodriguez, Supervising Admin Officer, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Dhesiree S. Salvador, Administrative Officer V, ASD-CS
Magnolia M. Mabulo-Delos Santos, Administrative Officer V, ASD-RS
Feejay A. Dimaculangan, Education Program Supervisor, 2nd Level Representative

For Administrative Officer V under Finance Division:
Ardee D.C. Ramilo, Chief Administrative Officer, Finance Division
Nerissa G. Mallari, Supervising Administrative Officer, FD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Jenyl Roma D. Rodriguez, Supervising Admin Officer, OIC-ASD
Feejay A. Dimaculangan, Education Program Supervisor, 2nd Level Representative

For Librarian II under Curriculum and Learning Management Division
Wendell I. Formalejo, Chief Education Supervisor, CLMD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Jenyl Roma D. Rodriguez, Supervising Admin Officer, OIC-ASD
Carl Kervin M. Sapungan, Education Program Supervisor, CLMD
Feejay A. Dimaculangan, Education Program Supervisor, 2nd Level Representative

For Computer Programmer II under Information and Communication Technology Unit
Jenyl Roma D. Rodriguez, Supervising Admin Officer, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Anthony R. Taroy, Information Technology Officer I, ORD-ICTU
Sherelyn T. Laquindanum, Administrative Officer V, ORD-PAU
Feejay A. Dimaculangan, Education Program Supervisor, 2nd Level Representative

For Administrative Aide III under Administrative Services Division- General Services Unit
Liberato Salvador, Administrative Officer IV, ASD-GSU
Ezel A. Gabuya, Administrative Officer IV, ASD-PU
Jenyl Roma D. Rodriguez, Admin Officer V, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Herland Aries S. Cauba, Admin Assistant III, HRDD, 1st Level Representative



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	4 of 23



Certificate No. PHP QMS
24 93 0182



Republic of the Philippines
Department of Education
MIMAROPA REGION

For Administrative Assistant I under Public Affairs Unit
Jenyl Roma D. Rodriguez, Supervising Admin Officer, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Sherelyn T. Laquindanum, Administrative Officer V, ORD-PAU
Gina R. Talabis, Project Development Officer II, ORD-PAU
Herland Aries S. Cauba, Admin Assistant III, HRDD, 1st Level Representative

Secretariat:
Robina Mae D. Payao, Admin Officer IV, ASD-PS
Alvin C. Abajar, TCEII, ASD-PS
Berlyn B. Ruiz, AO II, ASD-PS
Maricris T. Alcaide, Admin Assistant I, ASD

The HRMPSB may create a subcommittee to be announced in a separate memo. Its composition depends on the position to be filled up, whether the vacant item is a teaching-related position or a non-teaching position, or whether the item is highly technical. They shall assist the HRMPSB in the conduct of recruitment and selection process. However, they shall only serve as an assistorial body. The HRMPSB shall maintain full responsibility and accountability in the results of the comparative assessment, and therefore, shall be responsible for queries and complaints pertaining to the comparative assessment.

The timeline for the process of hiring for this publication is as follows:

Activity	Responsible Unit/Office/Person	Timeline
Acceptance of applications and other requirements for employment	Records Section	November 6 to November 17, 2025
Preliminary screening of document of applicants	HRMPSB Secretariat	November 18 to 25, 2025
Evaluation of documents and deliberation of applicants	HRMPSB subcommittee and Secretariat	November 26 to December 3, 2025
Panel interview and written examination	HRMPSB subcommittee and Secretariat	December 4 to 10, 2025
Conduct of Background investigation (if requested by the Head of Office)	AO V, Personnel Designated Background Investigators	TBD
Submission of Comparative Assessment Result to the appointing authority	HRMPSB and Secretariat	December 15 to 19, 2025
Posting of the results of the Selection Process and email notification to applicants	AO V, Personnel Section	December 22 to 26, 2025
Appointment of Successful candidates	AO V, Personnel Section	TBA

**The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business.*



Republic of the Philippines
Department of Education
MIMAROPA REGION

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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCOMMODATED.

NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	ADMINISTRATIVE OFFICER V		
Item No.	OSEC-DECSB-ADOF5-300011-2014	Salary Grade	18
Parenthetical Title	Human Resource Management Officer III	Monthly Salary	51,304
Governance Level	Regional Office	Unit/Division	Administrative Services Division- Personnel Section

JOB SUMMARY	
To lead and supervise the staff who will provide the RO with services in the acquisition of personnel, tracking their movement within the organization, ensuring the timely receipt of their compensation and mandated benefits. and manage the employee data base and records	

QUALIFICATION STANDARDS	
Education	Bachelor’s degree relevant to the job
Experience	2 years relevant of experience
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	8 hours of relevant training

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
POLICIES AND GUIDELINES	- Implement Personnel Services guidelines and issuances from CO and government oversight agencies and recommend other issuances and guidelines relevant to the RO. - Monitor implementation of policies and guidelines issued on administrative matters
PERSONNEL ADMINISTRATION	- Reviews, recommends for approval or approves documents from Personnel Section in matters requiring his/her action (e.g. service records, Form 6&7, service records) - Review and recommends all pertinent personnel actions for the approval of the RD - Sit as member of the PSB during deliberations to provide inputs related to CSC rules and regulations - Certify on the appointment papers that vacant positions have been published - Drafts of Reports to Oversight Agencies - SALN of each employee in the RO collected and filed



Republic of the Philippines
Department of Education
MIMAROPA REGION

	• Verify and submit to the CSC and the Ombudsman the duly accomplished SALN of all employees in the RO
PERFORMANCE MANAGEMENT	• Prepare and manage the work plan and budget for Personnel Section and submit this to be part of the RO Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets. • Integrate and submit accomplishment report of Personnel Services to inform RO management of progress, issues, and challenges for corrective action. • Conduct Performance Appraisal Feedback and • Ratings on direct reports towards continues improvement of performance. • Prepare and implement a Professional Development Plan for Personnel Services staff • 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 section • Conduct regular Meetings of Personnel Services staff for regular updates and work coordination. • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	COMPUTER PROGRAMMER II		
Item No.	OSEC-DECSB-COMPRO2-300011-2014	Salary Grade	15
Parenthetical Title	None	Monthly Salary	40,208
Governance Level	Regional Office	Unit/Division	Information and Communications Technology Unit
JOB SUMMARY			
To assist the IT officer by creating, designing and interpreting ICT based solutions to enhance the delivery of education services and government functions.			
To rewrite, debug, maintain and test new systems as appropriate.			
QUALIFICATION STANDARDS			
Education	Bachelor's degree relevant to the job		
Experience	1 year of relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
Preferred Qualifications:	1. Comprehensive knowledge and expertise on any of the following programming languages and tools: • PHP and PHP Web Frameworks • Laravel Framework • MySQL • MS SQL • C# • Java • HTML • Linux OS • Wordpress 2. Has experience in deploying completed developed systems. 3. Expertise and experience on creative graphic designing and video production using Adobe creative tools or other similar applications are an advantage.		



Republic of the Philippines
Department of Education
MIMAROPA REGION

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
ICT PROGRAMS AND PROJECT IMPLEMENTATION	• Provide support in the implementation of the CO and RO ICT programs
SOLUTIONS DESIGN AND DEVELOPMENT	• Analyze solutions design and program specifications to determine appropriate programming approach/strategy through design consultations with Systems Analyst and Systems architect. • Code and test programs in accordance with programming standards and test criteria to ensure that system components are working according to design specifications. • Participate in systems and integration testing to ensure that all components work as one system and design specifications are satisfactorily met. • Assist in system deployment and implementation to operationalize the system by providing technical support. • Assist in capacity building by providing technical support in the development and conduct of training programs and appropriate courseware in accordance with the training plan
SYSTEMS ADMINISTRATION	• Administer the day-to-day operation of ICT systems installed (inclusive of application systems, database management systems, server systems and network and communication system) through an efficient, effective and automated monitoring system to ensure high availability, reliability and security and adhering to service level standards • Fine tune and adjust programs to respond to emerging requirements, findings and recommendations from the periodic system review and evaluation to ensure system relevance, efficiency and effectiveness. • Coordinate in the M&E of the software deployment by verifying if the system design meets performance criteria; • Develop and maintain documentation of programs in accordance with standards to ensure maintainability of program codes
ICT PROGRAMS AND PROJECTS MONITORING AND EVALUATION (M&E)	• Assist in the development of systems and tools to monitor ICT in the region. • Gather data and provide inputs to reporting the progress of systems utilization, ICT plans, programs and project implementation to generate feedback and maintain



Republic of the Philippines
Department of Education
MIMAROPA REGION

	management support through participation in the implementation of an M&E system within the regional office and schools division
ICT TECHNICAL ASSITANCE	• Provide support in capacitating division, schools and learning centers to operate ICT systems. • Gather data to identify ICT needs of the region and schools division and help them prioritize their needs. • Assist in the development and identification of ICT solutions to identified priority needs of the regions and schools division. • Assist in providing the division, schools and learning centers with updates on breakthrough ICT technology in educational delivery and governance towards increased learning possible adoption



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	ACCOUNTANT I		
Item No.	OSEC-DECSB-A1-300030-2014, OSEC-DECSB-A1-300031-2014 AND OSEC-DECSB-A1-300029-2014	Salary Grade	12
Parenthetical Title	NONE	Monthly Salary	32,245
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 AREAS	DUTIES AND RESPONSIBILITIES
FINANCIAL RECORDS AND REPORTS	• 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.



Republic of the Philippines
Department of Education
MIMAROPA REGION

	• 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.
--	--



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	ACCOUNTANT II(PAYROLL)		
Item No.	OSEC-DECSB-A2-300032-2014	Salary Grade	16
Parenthetical Title	None	Monthly Salary	43,560
Governance Level	Regional Office	Unit/Division	Finance Division

JOB SUMMARY	
1. Prepares accountability and financial reports;	
2. Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;	
3. Reviews the financial reports and financial documents for signature of the Accountant III;	
4. Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations;	
5. Maintains discipline and efficiency of subordinates	

QUALIFICATION STANDARDS	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	1 year of relevant experience
Eligibility	RA 1080 (CPA)
Trainings	4 hours of relevant training

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	- Ascertains that transaction have been properly recorded in books - Verify financial statements made by subordinate, verify the journal voucher - Prepares adjusting entries and journal vouchers - Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	- Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports - Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.



Republic of the Philippines
Department of Education
MIMAROPA REGION

Financial Transactions Recording Procedures	• Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers • Provides inputs for improvement of accounting section • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.
---	---



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	ADMINISTRATIVE OFFICER V		
Item No.	OSEC-DECSB-ADOF5-300013-2014	Salary Grade	18
Parenthetical Title	Budget Officer III	Monthly Salary	51,304
Governance Level	Regional Office	Unit/Division	Budget Section - Finance Division

JOB SUMMARY	
To provide advice to the Regional Director through the Chief AO for Finance in the maximization of funds allocated to the region and coordinate with the Policy, Planning and Research Division of the RO in the preparation of a budget to support the plans of the region.	
Lead and supervise the staff of the Budget Section in providing the region with services in budget preparation and consolidation and in monitoring budget execution and accountability.	

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 AREAS	DUTIES AND RESPONSIBILITIES
BUDGETING SYSTEM	• Install and implement in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency. • Conduct orientations and workshops on the budgeting system • Prepare memos and issuances related to the budgeting system and process for the signature of the RD (e.g. call for budget , budget guidelines etc.) • Coordinate with various units/projects for effective and uniform budgetary controls system and implement agreements. • Review periodically the budgeting system and recommended improvements.
BUDGET PREPARATION	• Review and evaluate budget proposal submissions of the various organizational units in the RO based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposals vis a vis prior year's budget/appropriation to guide the RO management in allocation and approval.



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	16 of 23



Certificate No. PHP QMS 24 93 0182



Republic of the Philippines
Department of Education
MIMAROPA REGION

	• Submit for approval the consolidated budget proposals for the Region together with the reviewed and refined notes and justifications in order to attain the required funds. • Attend budget hearings/conferences and meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-a-vis prior year's budget/appropriation. • Implement needed budget revisions based on outcome of budget hearings • Review, compute, and prepare special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims • Answer communications pertaining to budget queries • Support the preparation of the initial draft of the strategic plan of the region (REDP) by the Region Planning Team by providing inputs on budgeting considerations. • Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments to compute and provide inputs on the budgetary requirements of the Annual Plan • Provide technical inputs towards the equitable distribution of critical resources for the region (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) for management decision.
BUDGET EXECUTION	• Validate/ Evaluate and identifies cost efficiency of various units in the utilization of budget against their work and financial plan • Certify availability of allotments, monitors and and checks if records of expenditures are in the appropriate registries. • Evaluate statement of allotment obligations and balances for decision-making purposes • Verify the fund transfers to implementing units and other government agencies for education related programs and projects implementation • Monitor the utilization of fund transferred to implementing units and other government agencies on education related programs and projects • Coordinate with offices regarding their programs, projects and activities (PPA) for update and status relative to funding and expenditure • Evaluate financial performance in accordance with the approved Work and Financial Plan



Republic of the Philippines
Department of Education
MIMAROPA REGION

BUDGET ACCOUNTABILITY AND REPORTS	• Validate and analyze consolidated Budget Accountability Reports (BARS) for submission to RO Management • Review Financial Reports related to budgeting, for submission to various agencies
TECHNICAL ASSISTANCE	• Identify areas where Schools Division Office need help in implementing the budgeting system/ • Design and implement interventions (policies, programs and activities) respond to their needs



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	ADMINISTRATIVE ASSISTANT I		
Item No.	OSEC-DECSB-ADAS1-300056-2014	Salary Grade	7
Parenthetical Title	Secretary I	Monthly Salary	20,110
Governance Level	Regional Office	Unit/Division	Office of the Regional Director- Public Affairs Unit

JOB SUMMARY	
To provide general administrative and clerical support to the Unit Head and staff for the effective and efficient operation of the PAU. To participate in the organization’s administrative work group.	

QUALIFICATION STANDARDS	
Education	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
Experience	None required
Eligibility	Career Sub Professional (First Level Eligibility)
Trainings	None required

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
PLOTS/SCHEDULES PAU’S ACTIVITIES	Schedules/calendars events or activities of the Public Affairs Unit such as presscons, meetings, seminars,training-workshop and the likes and confirms attendance of the concerned staff for efficient coordination with personnel.
RECORDS MANAGEMENT	- Receives, records and routes documents addressed to PAU 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 - Provide general administrative, office, and clerical support for the Public Affairs Department including word processing, copying, scanning, mail handling, check requests, and computer help desk functions.



Republic of the Philippines
Department of Education
MIMAROPA REGION

ADMINISTRATIVE SUPPORT	• Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to press conferences, training, seminars and meetings as assigned. • Coordinates preparation of documents needed in the operations of the Unit • Ensure security of office equipment and availability of office supplies • Perform event planning and meeting support for internal and external activities, including all aspects of meeting logistics such as invitations, materials production, venue planning, travel, vendor relations, food and refreshments, and staff support for event. • Perform other functions that maybe assigned from time to time by the Unit Head.
------------------------	---



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	20 of 23



Certificate No. PHP QMS
24 93 0182



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	LIBRARIAN II		
Item No.	OSEC-DECSB-LIB2-300012-2014	Salary Grade	15
Parenthetical Title	None	Monthly Salary	40,208.00
Governance Level	Regional Office	Unit/Division	Curriculum and Learning Management Division-LRMDS

JOB SUMMARY	
To manage, maintain, and monitor uploaded and catalogue of materials in the LRMDS portal and maintain the regional library	
To provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services	

QUALIFICATION STANDARDS	
Education	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science
Experience	1 year of relevant experience
Eligibility	RA 1080 (Librarian)
Trainings	4 hours of relevant training
Preferred Qualifications	- With experience in managing and maintaining the learning resource portal or similar online resource systems. - With skills in organizing or managing online libraries or digital repositories, including cataloguing and user access management.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
ACCESS TO LEARNING RESOURCE	- Checks all uploaded materials in the LRMDS for currency in compliance to IPR requirements to protect DepED' in its utilization of learning materials. - Maintains on-line catalogues and meta-date of evaluated learning resources for ease in finding specific learning materials - Recommends learning resources for development or purchase and uploading in the LRMDS portal needed in the curriculum - Recommends and implements rules and regulations in the use of the LR portal. - Coordinates resolution to problems encountered in the running of the LR portal to ensure accessibility 24/7 with minimal down time. - Assist users utilizing the LR portal on location in the regional library to easily access required materials. - Prepare monthly report of user profile, interest and feedback as basis for LR content development areas.



Republic of the Philippines
Department of Education
MIMAROPA REGION

REGIONAL LIBRARY	- Organize the learning resource in the regional library (books, magazines, videos, etc.) so that they are easy for users to find - Conduct inventory of the library resources periodically to account for missing resources and recommend additional needed resources - Gather and analyze suggestions from various users for additional resources in the library collection - Prepare and submit procurement proposal on the approved addition to the library collection (e.g. materials related to the new curriculum, new standards. - Monitor compliance of users with the existing rules and regulations monitored and take corrective actions on violations.
LIBRARY HUBS (integrated with the LR Center and regional libraries)	- Identify on a continuous basis the support needed by the library hubs in the region and assist schools division in responding to the needs through resource mobilization - Integrate on a continuous basis support needed by library hubs from the region and central office management to respond to the needs through DepEd internal and external sources.
TECHNICAL ASSISTANCE	Gather data and provide initial analysis as inputs to TA needs and plans to improve access to learning resources of schools division and schools



Republic of the Philippines
Department of Education
MIMAROPA REGION

NOTICE OF VACANCY			
Position Title	ADMINISTRATIVE AIDE III		
Item No.	OSEC-DECSB-ADA3-300009-2004	Salary Grade	3
Parenthetical Title	Clerk I	Monthly Salary	15,852
Governance Level	Regional Office	Unit/Division	Administrative Services Division-General Services Unit

JOB SUMMARY			
Perform general clerical tasks, messengerial works or drive service vehicle under the motorpool, or other manual jobs.			

QUALIFICATION STANDARDS	
Education	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
Experience	None required
Eligibility	Career Service (Subprofessional) First Level Eligibility
Trainings	None required

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
CLERICAL	- Perform a variety of skilled clerical tasks, receives and processes job request or trip tickets following establish rules and regulations; - Endorse commutation to proper offices - Keep time records of employees
MESSENGERIAL	Perfrom general messengerial work, collect/segregate incoming and outgoing correspondence, documents, packages, office supplies and materials.
FILING	Perform clerical tasks such as filing cards, sorting mail, maintening simple records or maintaing simple records or maintaining small stock of office supplies.