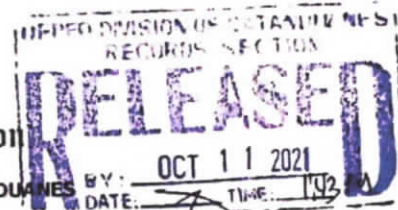




Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
 OSDS-UM-10-8-21/MBL

TO : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads/OIC's
 Human Resource Merit Promotion & Selection Board
 All Others Concerned

FROM : 
SUSAN S. COLLANO
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : October 8, 2021

 This is to announce the vacancies in the Schools Division Office of Catanduanes for the following positions. All qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepED Order No. 66, s. 2007 and CSC MC No. 10 s. 2005:

Position Title	Salary Grade	Monthly Salary	Place of Assignment/Office
Public Schools District Supervisor	22	Php68,415.00	Curriculum Implementation Division
Administrative Officer IV (Records Officer)	15	Php33,575.00	Office of the Schools Division Superintendent - Records Section
Administrative Officer II	11	Php23,877.00	Elementary Schools
Project Development Officer I	11	Php23,877.00	School Governance & Operations Division
Administrative Assistant III	9	Php18,251.00	Office of the Schools Division Superintendent - Accounting Section
Administrative Assistant II (Clerk)	8	Php17,179.00	Bato Rural Development High School
Administrative Assistant II (Disbursing Officer)	8	Php17,179.00	Bagamanoc Rural Development High School
Administrative Assistant II (Disbursing Officer)	8	Php17,179.00	Panganiban National High School
Administrative Assistant II (Disbursing Officer)	8	Php17,179.00	Office of the Schools Division Superintendent- Elementary



San Roque, Virac, Catanduanes
 052 - 8114063
catanduanes@deped.gov.ph
www.deped.gov.ph/catanduanes.htm
 DepEd Tayo - Region V - Catanduanes



Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Criteria	Points		
	Non-Teaching Position (Level 1)	Non-Teaching Position (Level 2)	Related Teaching Position
Performance Rating for the last 3 rating periods	35	30	35
Experience	5	10	5
Outstanding Accomplishments	5	20	20
Education	10	15	25
Training	10	10	5
Potential	20	10	5
Psychosocial Attributes & Personality Traits	15	5	5

The Qualification Standards are as follows: (Reference: DepED Order No. 26, s. 2016, CSC MC No. 10 s. 2005; CSC Qualification Standards, Revised 1997)

Position	Education	Experience	Training	Eligibility
Public Schools District Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
Administrative Officer IV	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant experience	Career Service (Professional)/Second Level Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Project Development Officer I	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Administrative Assistant III	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional)/First Level Eligibility
Administrative Assistant II	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional)/First Level Eligibility



San Roque, Virac, Catanduanes
 052 - 8114063
catanduanes@deped.gov.ph
www.deped.gov.ph/canduanes
 DepEd Tayo - Region V - Catanduanes



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall submit documents in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5PM of October 20, 2021. Online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before 5PM of October 20, 2021.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents **duly notarized**, you may download the form at bit.ly/OmnibusCOAV
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of the previous appointment and/or Certificate of Employment (for private employees)
7. Certificate of In-Service Trainings/Seminars*
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of a Designation in a form of an Office Memo/Order (government employees); Certification re: Designation (private employees), if any
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - b. Innovation
 - i. with permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)
 - c. Research & Development Projects
 - i. With a permit to conduct research from appropriate office
 - ii. Copy of the research
 - iii. Report on outcome of research (if available)
 - d. Publication/Authorship
 - i. copy of the publication itself
 - ii. certification from the publisher
 - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
 - i. Letter of invitation/memorandum/program of activities
 - ii. Certificate of recognition/commendation





Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

- ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any*
14. Other documents relevant to the position applied for

**In service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

Please be advised accordingly.





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

DUTIES AND RESPONSIBILITIES	
POSITION TITLE	<p>INSTRUCTIONAL SUPERVISION</p> <ul style="list-style-type: none"> ➤ Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. ➤ Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. ➤ Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education <p>TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT</p> <ul style="list-style-type: none"> ➤ Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing ➤ Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback ➤ Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. ➤ Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. ➤ Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed. <p>MONITORING AND EVALUATION</p> <ul style="list-style-type: none"> ➤ Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools. ➤ Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
PUBLIC SCHOOLS DISTRICT SUPERVISOR	

[Handwritten signature]



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"> ➤ Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation <p>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</p> <ul style="list-style-type: none"> ➤ Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum. <p>LEARNING OUTCOMES ASSESSMENT</p> <ul style="list-style-type: none"> ➤ Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap. ➤ Draft policy recommendations related to improving learning outcome based on findings from studies and reports. <p>RESEARCH</p> <ul style="list-style-type: none"> ➤ Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation. <p>TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> ➤ Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions ➤ Coordinate with the EPS concerned to arrive at a technical assistance plan for each district. ➤ Coach the school head in implementing interventions related to curriculum implementation and instructional delivery. ➤ Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools ➤ Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
--	---

f

Scanned with CamScanner



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

**ADMINISTRATIVE
OFFICER IV
(RECORDS
OFFICER)**

RECORDS MANAGEMENT SYSTEM

- Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records.
- Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed.
- Implement policies and guidelines on records disposition to determine the ultimate fate of various records.
- Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records
- Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed.
- Verify and certify documents emanating from the SDO or documents in possession.

RECEIVING AND RELEASING

- Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents.
- Monitor critical documents received for the SDO for recording, routing, and tracking to be able to respond to management's queries on such documents.

DOCUMENTATION AUTHENTICATION AND VERIFICATION

- Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated.

- Represents the agency in court to comply with subpoenas duces tecum

REPORTING

- Assist AO V in the preparation of annual reports and other required administrative reports

Handwritten signature



San Roque, Virac, Catanduanes
 052 - 8114061
 052 - 8114062
 www.education.gov.ph
 www.deped.gov.ph
 DepEd Region V - Catanduanes



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"> ➤ Provide details and mechanics relevant to the schools' division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition. ➤ Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition <p>TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> ➤ Conduct training/ orientation on records management to staff in the schools' division, schools and learning centers. ➤ Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools' division. <p>UNIT PERFORMANCE</p> <ul style="list-style-type: none"> ➤ Assist AO V in planning, directing and supervising activities of Administrative Services ➤ Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements. ➤ Provide feedback on the performance of the Administrative Aide assigned to Records.
<p>ADMINISTRATIVE OFFICER II</p>	<p>PERSONNEL ADMINISTRATION</p> <ul style="list-style-type: none"> ➤ Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: <ul style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ul style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated

4



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

<p>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</p> <p>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</p> <p>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</p> <p>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</p> <p>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</p> <p>h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</p> <p>Compensation and Benefits</p> <p>a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</p> <p>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</p> <p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p> <p>Other HR-related functions</p> <p>a. Update school personnel of the latest HR-related policies</p> <p>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</p> <p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</p> <p>d. Prepare and submit HR-related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel</p> <p>Travel, and other school requests for school personnel</p> <p>Property Custodianship</p> <p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</p>	
---	--

Handwritten mark resembling a stylized 'F' or '7'.





Republic of the Philippines

Department of Education

Region V

SCHOOLS DIVISION OFFICE - CATANDUANS

	<p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school</p> <p>e. Prepare and submit reports on all property accountability of the school</p> <p>General Administrative Support</p> <ul style="list-style-type: none"> ➤ a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers ➤ b. Assist the school planning team in the preparation of SIP/AIP ➤ c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. ➤ d. Perform other functions as may be assigned by the School Head <p>Financial Management</p> <ul style="list-style-type: none"> ➤ a.) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b.) For IIs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies c.) Facilitate submission of all financial documents to the SDO and/or bank, if necessary d.) Provide assistance in other financial related task of the School Head e.) Perform other functions as may be assigned by the School Head
<p>PROJECT DEVELOPMENT OFFICER (YOUTH FORMATION COORDINATOR)</p>	<p>YOUTH FORMATION PROGRAM MANAGEMENT AND IMPLEMENTATION</p> <ul style="list-style-type: none"> ➤ Implements the mandated programs, projects, and activities on Youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupils Government (SPG), and career guidance program



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

<ul style="list-style-type: none"> ➤ Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office. ➤ Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values. ➤ Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities. ➤ Oversees the activities of the schools on youth formation programs. ➤ Develops a knowledge management system for the newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and for other data-driven youth formation activities and submits it to the Regional and Central Office. ➤ Submits narrative reports on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary. ➤ Recommends and Initiates other youth formation programs, projects, and activities applicable in the division. <p>TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> ➤ Acts as member of the Division Field Technical Assistance Team (DFTAT) to schools in implementing their school-based youth formation program management scheme ➤ Prepares and submits reports to the Senior Education Program Specialist for policy recommendation on the division youth formation programs. ➤ Provides technical assistance to schools on youth formation program-related programs, projects and activities ➤ Provides technical assistance to the Regional Office on the conduct of the regional-federated SSG and SPG elections. ➤ Provides technical assistance to the Central Office as may be deemed necessary <p>CAPACITY BUILDING</p> <ul style="list-style-type: none"> ➤ Develops localized needs assessment tool for conceptualizing youth formation training programs in the division level. ➤ Prepares division memorandum and facilities to the conduct of the training needs assessment in school. 	
---	--

✓



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

<ul style="list-style-type: none"> ➤ Conducts capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs. ➤ Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID). ➤ Crafts training framework and design for capacity building activities. ➤ Initiated division-level recognition and awards programs for outstanding SSG/SPG, school organizations, officers and advisers. 	<p>MONITORING AND EVALUATION</p> <ul style="list-style-type: none"> ➤ Provides monitoring and evaluation functions to the implementation of youth formation programs to ensure quality standard compliance. ➤ Monitor proper implementation of youth information programs including but not limited to the school implementation of the SSG/SPG General Plan of Actions (GPOA), and career guidance modules. ➤ Administers the monitoring and evaluation tools for implementation of programs and projects ➤ Tabulates and consolidates the results of the monitoring and evaluation tools. ➤ Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs. ➤ Provides feedback to the Senior Education Program Specialist on youth formation program implementation as reference for possible policy recommendation to SDS. <p>FINANCE AND ADMINISTRATIVE MANAGEMENT</p> <ul style="list-style-type: none"> ➤ Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities for the review of the Senior Education Program Specialist and School Governance and Operations Division Chief to ensure financial resources are properly planned and allocated. <p>PARTNERSHIPS AND LINKAGES</p> <ul style="list-style-type: none"> ➤ Drafts proposal to possible partners and advocates of youth formation to support initiatives and roll-out of programs. ➤ Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level.
--	--

4



Republic of the Philippines

Department of Education

REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

	<p>SECONDARY DUTIES</p> <ul style="list-style-type: none"> > As may be assigned by the superior
<p>ADMINISTRATIVE ASSISTANT III</p>	<p>ACCOUNTING SERVICES</p> <ul style="list-style-type: none"> > Prepare/maintain registries of allotment and obligations > Prepare financial and accountability reports and maintains subsidiary ledgers > Pre-audit financial documents (disbursement vouchers, liquidation reports, etc) > Analyze COA Audit findings and recommendations as well as the direct control on monitoring of its status compliance undertaken by the school > Perform other related bookkeeping and accounting tasks as may be assigned by the Immediate Head
<p>ADMINISTRATIVE ASSISTANT II (Clerk)</p>	<p>ACCOUNTING SERVICES</p> <p>ASSIST THE SENIOR BOOKKEEPER/SCHOOL HEAD IN THE PERFORMANCE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> > Preparation/maintenance of registries of allotment and obligations > Preparation of financial and accountability reports and maintenance of subsidiary ledgers > Preparation of liquidation of cash advances > Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc) > Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division > Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances > Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant <p>BUDGETING SERVICES</p> <ul style="list-style-type: none"> > Assist in the conduct of orientations and workshops on the budgeting system > Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement <p>BUDGET PREPARATION</p> <ul style="list-style-type: none"> > Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets > Provide clerical support in the preparation of budget proposals

[Handwritten mark]



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none">➤ Act as Liaison Officer to DBM, NEDA and other oversight bodies➤ Respond to budget queries by referring to appropriate documents (e.g issuances, memos, notes and justifications)➤ Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p style="text-align: center;">BUDGET EXECUTION</p> <ul style="list-style-type: none">➤ Assist in gathering of data needed in the preparation of cost efficiency computations➤ Prepare data needed to approve obligation requests➤ Gather data needed to evaluate and prepare status report on budget utilization➤ Prepares documents to approve fund transfer to other operating units <p style="text-align: center;">BUDGET ACCOUNTABILITY AND REPORTS</p> <ul style="list-style-type: none">➤ Gather data needed in the preparation of budget accountability reports
<p>ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)</p>	<ul style="list-style-type: none">➤ Assists in collection of funds and deposits➤ Prepares remittance and deposit slips➤ Prepares report of collections and deposits➤ Draws cash advances for trainings as designated disbursing officer➤ Pays out cash for payrolls and vouchers➤ Controls payroll and prepares vouchers for salaries and wages➤ Verifies and pays salaries and wages and other disbursements➤ Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received➤ Accounts for receipt custody and disbursement of funds➤ Prepares report of disbursements➤ Processes checks and advice of checks issued and cancelled➤ Prepares report of checks issued and cancelled➤ Controls and releases approved checks to Deped creditors

[Handwritten signature]

