



DepEd-Division of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No: 299
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Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

June 7, 2024

DIVISION MEMORANDUM
No. 299 s. 2024

**ACCEPTANCE OF APPLICATION AND ASSESSMENT
FOR ADMINISTRATIVE OFFICER V POSITION**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

- The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for **Administrative Officer V (Budget Officer)** positions from **June 10, 2024** until **June 18, 2024**.
- There is one (1) vacancy for the position that will be assigned at the Office of the Schools Division Superintendent – Budget Unit – Finance Section. The Job Description for the said position is shown in Enclosure No. 1 to this memorandum.
- Applicants are required to register in the link <https://bit.ly/AO5OnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office - Records Section on the set deadline will be considered as official applicants.
- All interested qualified applicants shall submit their documents at the Records Section in color ORANGE folder. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter K as indicated below. To facilitate the evaluation process, labels (index tabs) using A to K are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable) <i>The forms may be downloaded at bit.ly/F212_PDS & bit.ly/WES_PDS</i>
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Certificate of Eligibility/Rating, if applicable
E	Clear 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	Clear photocopy of Certificate/s of training/s attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
H	Clear 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	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) <i>The form (Annex C) may be downloaded at bit.ly/Annex_C</i>
K	OTHER DOCUMENTS
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
	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



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5. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.
6. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
June 10, 2024 (10:00 to 11:00 AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hormosp.ctd@deped.gov.ph	HRMO	Interested Applicants
June 18, 2024 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
June 19-20, 2024 (8:00AM-5:00PM)	Initial evaluation of documents	Personnel Section	HRMO	
June 25, 2024 (9:00AM-10:30AM)	Written Test and Work Sample Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
June 27, 2024 (8:00AM-5:00PM)	Document Evaluation and Interview (Open Deliberation)	SDO Terrace	HRMPSB	Interested Applicants

8. The Criteria and Point System for Hiring and Promotion for Administrative Officer V per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	20

9. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training to be credited are those earned after the last promotion but within the last five (5) years.
10. Applicants who failed to submit complete mandatory documents on the **June 18, 2024** deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.



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11. All official applicants in the pool shall be assigned an application code to ensure objectivity and to protect the identity of the applicants when posting the results.
12. Applicants will be notified through email on the Notice of Initial Evaluation Result whether Qualified or Disqualified.
13. During the Open Deliberation, qualified applicants must be ready with their original documents for verification purposes.
14. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
15. 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, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."
16. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
17. The composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are:

Chairperson	ASDS CECILE C. FERRO	
Members	Regular	Alternate
	SGOD Chief MARY JEAN S. ROMERO AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE EPS AROLINE T. BORJA	CID Chief ROMEL G. PETAJEN AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR EPS AMELIA B. CABRERA

18. All expenses related to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
19. Wide dissemination of and compliance with this memo is desired.

By Authority of the Schools Division Superintendent:

CECILE C. FERRO CESO VI
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent




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Enclosure No. 1 to Division Memorandum No. 299s. 2024

Job Description - Ver. 2

 Department of Education Position Title Administrative Officer V Parent/Office/Bureau/Service Office of the Schools Division Superintendent Reports to Schools Division Superintendent Positions Supervised	JOB DESCRIPTION	JD No. _____	Revision Code: ____
		Salary Grade 18	SDO Budget Unit - Finance Division
		Governance Level Unit/Division	Effectivity Date
		JOB SUMMARY To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division	
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree relevant to the job		
Experience	2 years relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

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SCHOOLS DIVISION OFFICE OF CATANDUANES

Job Description - Ver. 2

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREAS Budget Preparation	<ol style="list-style-type: none"> 1. Reviews and evaluates budget proposal submissions of the Schools Division, Schools and Learning Centers 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 SDO management in allocation and approval. 2. Prepares budget proposals for the Schools Division, by consolidating the proposals of the various units of the SDO, Schools and Learning Centers 3. Attends 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. 4. Reviews/Refines justifications for budget proposals to attain the required funds. 5. Implements needed budget revisions based on outcome of budget hearings 6. Reviews, computes, and prepares special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims 7. Answer communications pertaining to budget queries 8. Support the preparation of the initial draft of the strategic plan of the schools division (DEDP) by the Division Planning Team by providing inputs on budgeting considerations. 9. Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments o compute and provide inputs on the budgetary requirements of the Annual Plan 10. Provide technical inputs towards the equitable distribution of critical resources (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	<ol style="list-style-type: none"> 1. Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan 2. Certifies availability of allotments, monitors and records expenditures in appropriate registries 3. Coordinates with offices regarding their programs, projects and activities (PPA) for update and status relative to funding and expenditure 4. Evaluates statement of allotment obligations and balances for decision-making purposes

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Job Description – Ver. 2

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Budget Accountability and Reporting	<ol style="list-style-type: none"> 1. Assist in the preparation of the Budget Accountability Reports (BAR) together with the Planning Officer III 2. Analyzes "Summary of Financial Reports" as to accuracy for submission to various agencies 3. Evaluates financial performance in accordance with the approved AIP/Work and Financial Plan 4. Provide technical support to the Division Planning Team in the preparation of the Annual Accomplishment Report of the schools division for submission to Regional Management
Budget Systems Maintenance, Monitoring and Evaluation	<ol style="list-style-type: none"> 1. Recommends and prepares budget related guidelines and memorandums for approval and issuance of the SDS. 2. Coordinates with various offices/project teams on the effective and uniform implementation of the budgetary controls systems 3. Gathers information and feedback on the implementation of the budgeting system and prepares and submits findings and recommendations towards the improvement of the budgeting system
Technical Assistance	<ol style="list-style-type: none"> 1. Gather data on needs and difficulties encountered by other personnel in the Division with regard to Budgeting. (Technical assistance needs) 2. Provides technical assistance to School Heads and other Finance personnel of the Schools Division (Technical assistance interventions) 3. Develop and implement orientations/ training/ seminars/ workshop to inform and build the capability of school divisions management and personnel in preparing budgets following guidelines of DepED and other oversight agencies.

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