



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM- 2024- 07- 279
 DEPED MALAYBALAY CITY DIVISION
RELEASE
 R 08 JUL 2024
 Date: _____
 By: _____

July 4, 2024

DIVISION MEMORANDUM

No. 279, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY: VACANCY IN THE DIVISION
 OFFICE - ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office calls the submission of Applications for the vacant position in the Division Office on or before **July 19, 2024**. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be automatically disqualified.

Plantilla Position	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Officer V (Budget Officer III)	18	P46,725	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	Career Service Professional (Second Level Eligibility)	Division Office - Budget Office

3. Attached are the duties and responsibilities of the vacant position which shall serve as reference in the exam to be conducted in evaluating the qualified applicants. The core behavioral competencies and skills that all employees in the Department are expected to possess are the following:

Core Behavioral Competencies: Self-Management, Professionalism and Ethics, Results Focus, Teamwork, Service Orientation and Innovation,

Core Skills: Oral Communication, Written Communication and Computer/ICT Skills



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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4. All applications must be submitted on or before the deadline of submission. Applicants who failed to submit the complete mandatory requirements (the documents listed from 'a' to 'j' in 'Annex C' of DepEd Order No. 7, s. 2023) shall not be included in the official pool of applicants. Enclosed herewith is Annex C to serve as reference for the documentary requirements to be prepared, for submission.

5. Interested qualified applicants are required to register, fill out necessary personal information and **upload scanned copies in PDF format** of all the necessary supporting documents through this link _____. In the meantime, the link can only be accessed in the Division Office hence, applicants are advised to scan first their pertinent documents in PDF format before coming to the Division Office to do the creation of account and uploading of pertinent documents by 1:00 PM of **July 18, 2024**.

6. The following employees shall compose the Human Resource Merit Promotion and Selection Board (HRMPSB) and assist the Appointing Authority in evaluating all applicants and selecting the best candidate for the position.

Chairman: Ralph T. Quirog, Chief Education Supervisor, CID
Member: Lorenzo O. Capacio, Chief Education Supervisor, SGOD
Manuel D. Dinalayan, II, Administrative Officer V
Guia Ma. G. Villahermosa, Administrative Officer IV/HRMO IV
Rosie A. Salupado, EPS/ Representative Second Level

Secretariat: Gwendolyn G. Quirong, ADAS III/Personnel Unit
Anjelica L. Bahian, Admin. Aide VI/Administrative Services

7. The Human Resource Management Officer (HRMO) together with the HRMPSB is expected to ensure that vacancies are filled not later than August 30, 2024.

8. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. This Office directs the immediate dissemination and strict compliance of this Memorandum.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Copy furnished:
Records Unit
Personnel Unit


TO BE POSTED ON THE WEBSITE



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	JOB DESCRIPTION	JD No. _____	Revision Code: __
Department of Education			
Position Title	Administrative Officer V	Salary Grade	18
Equivalent Title	Budget Officer III	Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Budget Unit - Finance Division
Reports to	Schools Division Superintendent	Effectivity Date	
Positions Supervised			
JOB DUTIES			
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			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
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

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.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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 Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and s) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Basic Documentary Requirement		Status of Submission <i>(To be filled-out by the client; Check if submitted)</i>
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office	
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet	
c.	Photocopy of valid and updated PRC License/ID, if applicable	
d.	Photocopy of Certificate of Eligibility/Report of 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, if applicable	
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable	
h.	Photocopy of latest appointment, if applicable	
i.	Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, 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	
k.	Other documents as may be required for comparative assessment, such as but not limited to:	
	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	
	A. Outstanding Employee Award a. Any issuance, memorandum or document showing the Criteria for the Search; b. Certificate of Recognition/Merit <i>*both MOVs should be present for point/s to be credited</i>	
	B. 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 utilization of the Innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers/ (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research <i>*at least MOVA should be present for point/s to be credited</i>	
	C. Subject Matter Expert/Membership in National TWGs or Committees a. Issuance or Memorandum showing the membership in NTWG or Committees; b. Certificate of Participation or Attendance; c. Output/ Adoption by the organization/DepEd <i>*At least MOVs A & B should be present for point/s to be credited</i>	
	D. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/Invitation/Training Matrix b. Certificate of Recognition/ Merit/ Commendation/ Appreciation; c. Slide deck/s used and/or Session guide/s <i>*All MOVs should be present for point/s to be credited</i>	

<p>E. NEAP Accredited Learning Facilitator</p> <ul style="list-style-type: none"> a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office <p><i>*Either of the MOV may be credited point/s</i></p>	
<p>Application of Education</p> <ul style="list-style-type: none"> a. Action Plan approved by the Head of Office b. Accomplishment Report verified by the Head of Office c. Certification of the utilization/adoption signed by the Head of Office <p><i>*At least MOVA should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>	
<p>Application of Learning and Development (L&D)</p> <ul style="list-style-type: none"> a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required b. Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/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 at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level <p><i>*At least MOVs A & B should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>	
<p>Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled</p>	