

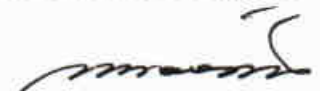


Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY

MEMORANDUM

ADM-2022-007

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
All Public Elementary and Secondary School Principals/OICs
Unit Heads
All Others Concerned

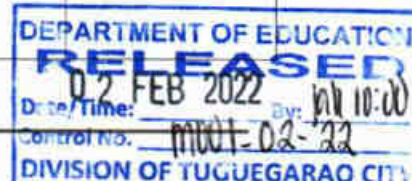
From: 
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Date: January 31, 2022

Subject: **ANNOUNCEMENT OF VACANCIES IN THE DEPED DIVISION OF TUGUEGARAO CITY**

1. The DepEd Division of Tuguegarao City is announcing the vacancy for the position, viz:

Position / / Item Number / SG / Salary	Qualification Standards (QS)				
	Education	Relevant Training	Relevant Experience	Eligibility	Assignment
Administrative Officer IV (Human Resource Management Officer II) / OSEC-DECSB-ADOF4-120010-2014 / SG 15 / P 35, 097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Personnel Unit, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120136-2017 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Tuguegarao East District



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net

Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120010-2018 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Personnel Unit, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120009-2018 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Administrative Services, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120007-2018 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Personnel Unit, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120151-2014 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Accounting Unit, Schools Division Office of Tuguegarao City
Administrative Assistant II (Disbursing Officer II) / OSEC-DECSB-ADAS2-120295-2016 / SG 8 / P 18,998.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Liniao National High School - Senior High School
Administrative Assistant II (Disbursing Officer II) / OSEC-DECSB-ADAS2-120297-2016 / SG 8 / P 18,998.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Tuguegarao City Science High School - Senior High School
Administrative Assistant I (Accounting Machine Operator) / OSEC-DECSB-ADAS1-120066-2014 / SG 7 / P 17,899.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Budget Unit, Schools Division Office of Tuguegarao City
Administrative Aide VI (Clerk III) / OSEC-DECSB-ADA6-120077-2014 / SG 6 / P 16,877.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Curriculum Implementation Division, Schools Division Office of Tuguegarao City



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As of: Jan. 25, 2021	Page: 2

2. SDO Tuguegarao fully implements the Equal Employment Opportunity Policy, hence, interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the basic requirements may submit their application portfolio **through courier or hand in**, properly labeled and with tabs, in **two (2) copies**, addressed to: The Officer-In-Charge, Office of the Schools Division Superintendent, DepEd Division of Tuguegarao City, not later than **February 14, 2022 (Monday), 4:00pm** with the following order of supporting documents, viz:
 - a. Duly signed **Letter of Intent**;
 - b. **Personal Data Sheet (CS Form No. 212, Revised 2017)**, fully accomplished and duly subscribed with recent passport-sized picture and **Work Experience Sheet**. The format and/or copy of which can be downloaded at www.csc.gov.ph;
 - c. Photocopy of **Performance Ratings** for the last **three (3)** rating periods, from current/previous employer, if any;
 - d. Photocopy of Updated **Service Record/s and/or Certificate/s of Employment** from current/previous employer/s, if any;
 - e. Photocopy of **Transcript of Records (TOR)** – Bachelor's Degree and Post Graduate Studies, if any;
 - f. Photocopy of **Certificate/s of Eligibility/ Rating/ License**, if any;
 - g. Photocopy of **Certificates of Participation** to relevant trainings/seminars attended **with supporting documents** (such as travel order and legal basis for the travel) **and not credited during the last promotion**, if any;
 - h. Photocopy of **Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007** and **Regional Policy Outlining the Internal Guidelines on Recruitment, Selection and Placement**, if any; and
 - i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.
3. Items b to g are required to determine the qualification of an applicant per the minimum Qualification Standards set by the Department. Hence, the non-submission of any of these documents **(if required in the QS)** shall result to the outright disqualification of an applicant.
4. Copy of the Regional Policy Outlining the Internal Guidelines on Recruitment, Selection and Placement is herewith attached for your guidance.
5. For other concerns and assistance, you can reach the Personnel Unit, this Division, via cp number 0905-6501686.
6. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/mfdm



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For Item #: ADOF4 - 120016 - 2014 (Item 11)

Job Description – Ver. 2

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Officer IV	Salary Grade:	18
Parentetical Title		Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit- Personnel Division	Office/Bureau/Service	
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Aide VI (Personnel Unit)	Page/s	
JOB SUMMARY			
To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
RECRUITMENT, SELECTION AND PLACEMENT	<ul style="list-style-type: none"> • Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies. • Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications for vacant positions.. • Conduct initial evaluation of qualification of applicants and candidate for PSB deliberation. • Schedule applicants for interview by PSB and prepare supporting documents, data and materials needed in the selection process. • Supervise and participate in the preparation of short listed qualified applicants and the line-up of applicants in the PSB deliberation • Compute and analyze the results of the PSB deliberation for them to be able to submit the short list of candidates for selection, including the one recommended for the position • Posts list of newly appointed/promoted employees pursuant to existing rules and regulations • Process hiring requirements for newly appointed personnel. • Entertain queries and complaints on selection and appointments. <p>Act as member of PSB to provide guidelines and opinions on recruitment, selection and hiring of personnel</p>
PERSONNEL ACTIONS	<ul style="list-style-type: none"> • Process documents on personnel actions such as appointments, promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned • .Conduct and coordinate orientation for newly-hired employees on personnel, salary and benefits related matter • Recommend actions to the SDS through the AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents. • Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents
SALARY ADMINISTRATION AND PERSONNEL RECORDS	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll.

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Process and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel. • Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action. • Support the AOV in representing the SDO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices
BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> • Apply the latest issuances on personnel benefits and communicates them to employees • Compute vacation service credits of teachers for accrual of leaves. • Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment. • Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes • Processes application for monetization of leave credits • Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS. • Process application for loans with GSIS, Pag-Ibig and private lending institutions.
PERSONNEL INFORMATION SYSTEM	<ul style="list-style-type: none"> • Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization. • Process applications for upgrading and reclassification of position to maintain the accuracy and relevance of the organization staffing pattern. • Maintain a complete and updated personnel records of SDO office personnel both in the HRIS and in the 201 file • Oversee the maintenance and updating of Human Resource Information Management System (HRIS) and generates reports on personnel data (from the HRIS) as requested for various human resource management and development decisions. • Oversee the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions.

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">• Certify records of employment for specific purpose (employment, scholarships, loans, and benefits)• Verifies and submits to the CSC and the Ombudsman the duly accomplished SALN of all employees in the SDO.

For Items #: ADAS 3 - 120010 - 2018
 ADAS 3 - 120009 - 2018
 ADAS 3 - 120007 - 2018

Personnel Unit

Job Description – Ver. 2

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title		Governance Level	Schools Division Office (SDO)/Implementing Unit Secondary School
Unit	Accounting/Budget/Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date	
Positions Supervised	N/A	Page/s	
JOB SUMMARY			
This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		

NOTE: Determination of work assignments of the incumbent ADAS III, shall be the task of his/her immediate superiors, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>For DepEd Implementing Units:</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 of compliance undertaken by the school • Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units:</p> <ul style="list-style-type: none"> • Maintain school's subsidiary ledgers related to cash advances • Assist the school head in the preparation of liquidation of cash advances • Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances • Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.
Salary Administration and Payroll Processing	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. • Handle the administration of the Biometric system • Keep abreast with company policies and tax legislations that impact on remuneration • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.
Payroll-related Services	<p>As designated GSIS Authorized Agency Officer:</p> <ul style="list-style-type: none"> • Certify the loan applications of members in their agencies as to the following: <ul style="list-style-type: none"> ↳ That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for; ↳ That loan borrowers are in active service; ↳ That loan borrowers have no pending administrative and/or criminal charge; and ↳ That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS; • Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave; • Transmit electronically to GSIS, all membership updating request forms; • Coordinate with Electronic Remittance File (ERF) officers on the following: <ul style="list-style-type: none"> ↳ Timely deduction of the monthly amortization due on the loans certified or approved; ↳ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and ↳ Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS; ↳ Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance. • Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly; • Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and • Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs
Payroll-related Services	<p>As designated Electronic File Remittance (ERF) Handler</p> <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month;


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ↳ Monthly reconciliation billing issues (RBIs); and ↳ Notices of deficiency • Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS. • Prepare the monthly remittance files using the following as inputs: <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Notices to deduct received; ↳ Data on their employees with increments or promotion that will take effect on the particular due month; and ↳ List of employees from the agency who retired, separated, resigned or transferred to other agencies. • Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete. • Accomplish the proper membership updating form for employees in their agencies; • Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid; • Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and • Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.
Payroll-related Services	<p>As designated DepEd Verifier:</p> <ul style="list-style-type: none"> • Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility: <ul style="list-style-type: none"> ↳ DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines; ↳ GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications; ↳ Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and ↳ Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity; • Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018; • Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification,

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES								
	<p>as contained in the e-mailed request, are:</p> <ul style="list-style-type: none"> ↳ Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and ↳ Authentic, based on the information in the official payroll. <ul style="list-style-type: none"> • Record information on applications for loans under the following: <ul style="list-style-type: none"> ↳ GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and ↳ Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). • Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned • Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018): <table border="1" data-bbox="873 766 1410 1021"> <thead> <tr> <th>Term of Loan</th><th>Maximum Contractual Interest Rate</th></tr> </thead> <tbody> <tr> <td>1 year</td><td>7.50%</td></tr> <tr> <td>2 years</td><td>9.00%</td></tr> <tr> <td>3 years</td><td>9.66%</td></tr> </tbody> </table> <ul style="list-style-type: none"> • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). • Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation. • Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit, and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use. • Perform other related tasks as may be assigned by immediate superior. 	Term of Loan	Maximum Contractual Interest Rate	1 year	7.50%	2 years	9.00%	3 years	9.66%
Term of Loan	Maximum Contractual Interest Rate								
1 year	7.50%								
2 years	9.00%								
3 years	9.66%								

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Budgeting Services	<p>Budgeting System</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 • 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>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>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports

For Item #: ADAS3 - 120151 - 2014 (Accounting Unit)

Job Description – Ver. 2

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title	Senior Bookkeeper	Governance Level	SDO
Unit/Division	Office of the Schools Division Superintendent	Office/Bureau/Service	Accounting Unit - Finance Division
Reports to	Accountant III	Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ol style="list-style-type: none"> 1. Ascertains that transaction have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	<ol style="list-style-type: none"> 1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ol style="list-style-type: none"> 1. 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. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

For Hcm #: ADAS1 - 120066 - 2014 (Budget Unit)

Job Description – Ver. 2

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Administrative Assistant I	Salary Grade	7
Parenthetical Title	Accounting Machine Operator	Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Budget Unit - Finance Division
Reports to	Budget Officer III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.			
To provide administrative support to the Finance Services functions.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least 2 years college level		
Experience	none		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	none		
B. Preferred Qualifications			
Additional Requirements	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Budget Preparation, Execution and Accountability Data and Documents	<ol style="list-style-type: none">1. Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports2. Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations3. Provides clerical support in the preparation of budget proposals4. Prepares obligation request for claims5. Prepares reports on the budget matters

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade	6
Parenthetical Title		Governance Level	School Division Office
Office/Bureau/Service		Unit/Division	Curriculum Implementation Division
Reports to	Chief Education Supervisor	Effectivity Date	
Positions Supervised	None		
JOB SUMMARY			
To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least Two year college level		
Experience	No required experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	Bachelors degree		
Experience	2 years relevant experience		
Eligibility			
Trainings			
KEY RESULT AREA/S		DUTIES AND RESPONSIBILITIES	
Plots/Schedules CLMD Activities	1. Schedules/calendars CID activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Record Management	<ol style="list-style-type: none"> 1. Receives, records and routes documents addressed to the CID 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 2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	<ol style="list-style-type: none"> 1. Prepares or encodes into electronic format word documents and other presentation materials 2. Provides assistance and administrative support to training and conferences as assigned. 3. Coordinates preparation of documents needed in the operations of CLMD 4. Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	<ol style="list-style-type: none"> 1. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned