



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

DM 2020-12-477
 DEPED MALAYBALAY CITY DIVISION
 DATE: DEC 17 2020 5:40
 BY: [Signature]

DIVISION MEMORANDUM

No. 477, s. 2020

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

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent

DATE: December 7, 2020

SUBJECT: Announcement of Vacancy for Senior Education Program Specialist (SEPS - Planning and Research), and Administrative Assistant III (Sr. Bookkeeper)

1. This Office announces the selection process of the vacant Senior Education Program Specialist (SEPS- Planning and Research), and Administrative Assistant III (Sr. Bookkeeper) in this Division. Applicants to the position should meet the herein qualification standards as embodied in Memorandum from the Office of the Undersecretary Re: Compendium of DepED Office Functions and Job Description dated January 25, 2018, and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Senior Education Program Specialist (SEPS-Planning and Research) (SG 19)	Bachelor's degree in Education or its equivalent, and completion of Academic Requirements for Master's Degree relevant to the job	2 years experience in education, research, development, implementation or other relevant experience	8 hours relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
Administrative Assistant III (Sr. Bookkeeper) (SG 9)	Completion of two (2) years in College	1 year relevant experience	4 hours relevant training	Career Service Professional (First Level Eligibility)



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2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **December 15, 2020**.
 - 2.1. Application letter addressed to the Schools Division Superintendent
 - 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
 - 2.3. Copy of transcript of records
 - 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
 - 2.5. Performance Ratings for the last three (3) years (numerical)
 - 2.6. Updated Service Records / Certificate of Employment
 - 2.7. Certificate/s of Outstanding / Meritorious Accomplishment;
 - a) Outstanding Employee Award;
 - b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
 - 2.8. Certificates of trainings attended not credited during the last promotion;
 - 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
 - 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. Qualified applicants shall be notified on the date of interview which shall be on January 2021. They shall bring the original copy of their pertinent documents during the interview.
4. Attached are the Minimum Qualification Standards, Job Description, and Duties and Responsibilities of the above positions.
4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Personnel Unit


TO BE POSTED ON THE WEBSITE



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 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p>JD No.</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Senior Education Program Specialist</p>	<p>Salary Grade</p>	<p>19</p>
<p>Parent/Class Title</p>		<p>Governance Level</p>	<p>Schools Division Office</p>
<p>Office/Bureau/Service</p>		<p>Unit/Division</p>	<p>School Governance and Operations Division - Planning and Research</p>
<p>Reports to</p>	<p>Education Program Supervisor</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>	<p>Planning Officer III</p>		
JOB SUMMARY			
<ul style="list-style-type: none"> To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers, and of the units in the division office. 			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
<p>Education</p>	<p>Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job</p>		
<p>Experience</p>	<p>2 years experience in education, research, development, implementation, or other relevant experience</p>		
<p>Eligibility</p>	<p>8 hours of relevant training</p>		
<p>Trainings</p>	<p>RA 1983 Career Service Professional Appropriate Eligibility for Second Level Position</p>		
B. Preferred Qualifications			
<p>Education</p>			
<p>Experience</p>			
<p>Eligibility</p>			
<p>Trainings</p>			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Planning Frame, Systems, and Plans</p>	<ol style="list-style-type: none"> 1. Provide technical inputs and support to the crafting of the first draft of the School Division's Strategic and Operational Plans (6-year DEDP and SDO annual work and financial plans) to facilitate the crafting of the plan for the Schools Division. 2. Prepare the final draft of the school division's strategic plan (DEDP) based on output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS. 3. Prepare the final draft of the Annual Implementation Plan and subsequent adjustments based on the output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS. 4. Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system. 5. Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters relevant to education planning system, planning standards and criteria, and planning processes based on action research. 6. Coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.
<p>Basic Education Information System (E-BEIS) Maintenance and Report Generation</p>	<ol style="list-style-type: none"> 1. Prepare descriptive and analytical reports of processed basic education data and its implications, to be used as basis for facts-based and data driven planning and decision making. 2. Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation. 3. Lead in designing, coordinating and implementing policy and planning research studies as identified by M&E reports, IA reports, the management of the schools division, schools and learning centers.
<p>Technical Assistance</p>	<ol style="list-style-type: none"> 1. Provide Technical Assistance to schools and learning centres by responding to the identified needs in relation to planning and other matters on governance and operations.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code _____			
Position Title	Administrative Assistant III	Salary Grade	9			
Equivalent Title	Senior Bookkeeper	Governance Level	SDO			
Division	Office of the Schools Division Superintendent	Office/Bureau/Service	Accounting Unit - Finance Division			
Reports to	Accountant III	Effectivity Date	_____			
Positions Supervised	JOB SUMMARY					
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. Ascertain that transactions 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 reports
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