



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 793 s. 2023

To: Schools Division Superintendents
 DepEd RO I Chiefs of Divisions
 DepEd RO I Heads of Units/Sections
 All Others Concerned

NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE I

1. This is to inform all interested applicants of the vacant positions at the DepEd Regional Office I:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
1. Accountant I Finance Division	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 - Certified Public Accountant (CPA)
	Job Summary: Maintains the agency books of accounts and other accounting records & prepares financial statements and other reports for internal/external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.			
2. Administrative Aide VI – Administrative Div.- Personnel Section	Completion of 2 year studies in college	None Required	None Required	Career Service Sub- professional (First Level Eligibility)
	Job Summary: To provide administrative and clerical support to the head of the unit AO V (Personnel Section) and staff for the efficient and effective operations of the Personnel Section.			



Address: Flores Street, Brgy. Catbangan, San Fernando City, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 Email Address: region1@deped.gov.ph
 Website: www.depedro1.com

3. Administrative Aide VI – Administrative Division-Cash Section	Completion of 2 year studies in college	None Required	None Required	Career Service Sub-professional (First Level Eligibility)
	Job Summary: To provide administrative and clerical support to the AO V (Cash Section) for efficient and effective operations of the Cash Section.			

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Submit the following documents in one copy on or before **August 8, 2023**:

- a. Letter of intent addressed to the Regional Director, **TOLENTINO G. AQUINO**
- b. Duly accomplished 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/Ratings, if applicable;
- e. Photocopy of scholarship/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of 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), notarized by an authorized official (Download here: <https://tinyurl.com/ChecklistOSS-1>); and;
- k. Other documents, if applicable
 - k.1 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment; and,
 - k.2 Photocopy of the Performance Rating obtained from the relevant experience, if the Performance Rating in Item "i" is not relevant to the position to be filled, if applicable.

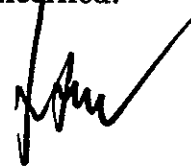
3. Applicants who failed to submit complete mandatory requirements (Items a-j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional

documentary requirements or those required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants.

4. Qualified applicants are advised to upload their applications and documents to the email address of Personnel Sections at hrmpsb.region1@deped.gov.ph, or hand in/send through courier to:

GEORGINA N. NERIDA
Administrative Officer V
Administrative Division
DepEd Regional Office I
City of San Fernando, La Union

5. For information and immediate dissemination to all concerned.



TOLENTINO G. AQUINO
TG Director IV

Encl.: None

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

APPLICATION

VACANT POSITION

AD/gg/RM_NoticeofVacantPositionsInROI