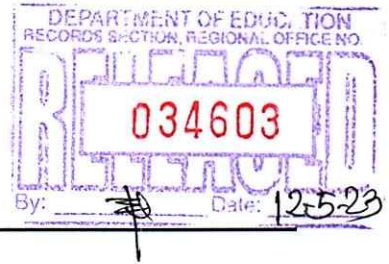




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

DEC 05 2023

No. 1311 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 officially announce the publication of vacancy for Accountant I and Accountant II at the Accounting Section of Finance Division
2. All interested applicants are free to check the herein attachment for the Qualification Standards of the positions or visit the link https://bit.ly/VacantPositions_ROI.
3. As a reminder, all required and mandatory documents must be submitted on or before **December 11, 2023** personally to Ms. Georgina N. Nerida, Administrative Officer V (AO V), Administrative Division-Personnel Section, DepEd Regional Office No. I, City of San Fernando, La Union or upload the same to hrmpsb.region1@deped.gov.ph.
4. For immediate dissemination.

For the Regional Director:

RHODA T. RAZON
 Director III
Ra



Encl.: None
 Reference: None
 To be indicated in the Perpetual Index
 Under the following subjects:

APPLICATION VACANT POSITION

AD/enct/RM_NoticeofVacantPositionsinROI



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I region1@deped.gov.ph www.depedro1.com



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

RECEIVED
Office/Unit: CSC FO La Union
Transaction No. LUFO-23-300
Date and Time: 11.30.2023 4:45
Received by: G.
Remarks:

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education Regional Office No. 1 in the CSC website:

GEORGINA N. NERIDA
Administrative Officer V

Date: November 30, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	OSEC-DECSB A1-60040- 2015	12	29,165	Bachelors Degree in Commerce /Business Administration major in Accounting	None required	None Required	RA 1080 Certified Public Accountant (CPA)	<p>*Leadership: Capable in giving assistance in the preparation of monitoring tool and assist as facilitator, resource speaker for training and development on accounting/ budgetary/ auditing matters.</p> <p>*Functional : Assist in reviewing the accuracy, validity and appropriateness of income, expenditure and other transactions and checking the proper recording of such in the respective books of accounts so as to provide management with reliable and timely reports making informed decisions and proper utilization of government funds for basic education. Assist in reviewing and monitoring periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers and the related account schedules to check status and quality assurance entries including the correctness of Financial Statements and schedules. Helps in coordinating with CO & other oversight/regulatory agencies on fund releases, transfers & other reportorial requirements to ensure compliance in financial recording & reporting.</p>	Finance Division- Accounting Section

CS Form No. 9
Revised 2018



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I



Request for Publication of Vacant Positions

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GEORGINA N. NERIDA
Administrative Officer V

Date: November 30, 2023

RECEIVED
Office/Unit: <u>CSC FO La Union</u>
Transaction No. <u>LUFO- 23 - 306</u>
Date and Time: <u>11. 30. 2023</u> <u>4:15</u>
Received by: <u>4.</u>
Remarks:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
2	Accountant II	OSEC-DECSB- A2-60011- 1998	16	39,672	Bachelors Degree in Commerce /Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 Certified Public Accountant (CPA)	<p>*Leadership: Analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the ROJ and schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations.</p> <p>*Functional: Prepares accountability and financial reports. Reviews the financial reports and financial documents for signature of the Accountant III. Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations, maintains discipline and efficiency of subordinates.</p>	Finance Division- Accounting Section	



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education Regional Office No. 1 in the CSC website:

GEORGINA N. NERIDA
Administrative Officer V

Date: November 30, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		

The Department of Education Regional Office No. 1 affords equal employment opportunities to all qualified applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation and any other characteristics protected by law. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the email address below (if online) not later than December 11, 2023

- Letter of Intent addressed to the Regional Director, TOLENTINO G. AQUINO, or to the highest Human Resource Officer designated by the Head of Office
 - Duly accomplished Personal Data Sheet (PDS)-CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable
 - Photo copy of valid and updated PRC License/ID, if applicable
 - Photocopy of Certificate of Eligibility/Rating/Passing
 - Certified photocopy of Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if applicable
 - Photocopy of Certificate of Training, if applicable
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - Photocopy of latest appointment, if applicable
 - Photo copy 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
 - Omnibus Sworn Statement
 - Other documents as may be relevant
- QUALIFIED APPLICANTS within La Union are advised to hand in their application and outside La Union may send through courier/email their application to:

Ann
GEORGINA N. NERIDA
Administrative Officer V
Flores St. Catbangen, City of San Fernando La Union
ps.region1@dedep.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

RECEIVED	
Office/Unit:	CSC FO La Union
Transaction No.:	LUFO-28-2023
Date and Time:	11-20-2023 4:45
Received by:	<i>W</i>
Remarks:	

