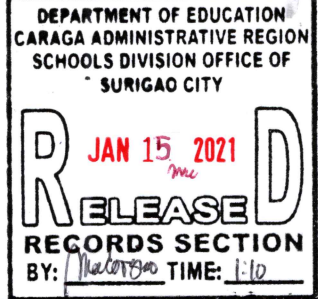




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY



January 15, 2021

DIVISION MEMORANDUM  
 No. AOV-009\_\_\_\_, s. 2021

**ANNOUNCEMENT OF VACANCY**

**TO : All Interested Applicants**

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

*2.a ASSIGNMENT*

Office	: Office of the Schools Division Superintendent (OSDS)
Section / Unit	: Surigao City National High School (SCNHS)

*2.b POSITION PROFILE*

Position Title	: Administrative Officer II
Parenthetical Title	: Budget Officer I
Plantilla Item No.	: OSEC-DECSB-ADOF2-1020088-2016

*2.c COMPENSATION*

Salary Grade	: 11	Monthly Salary	: PhP 22,316.00
--------------	------	----------------	-----------------

*2.d BENEFITS*

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement
---

KLG/fcc

01/15/2021



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)

*We serve with Goodness, Openness, and Dignity*



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

2.e JOB DESCRIPTION

KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES
<i>Budget Preparation</i>	<ul style="list-style-type: none"> <li>➤ Reviews and evaluates budget proposal submissions of the School, 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.</li> <li>➤ Prepares budget proposals for the School, by consolidating the proposals of the various units of the school.</li> <li>➤ Reviews/Refines justifications for budget proposals to attain the required funds.</li> <li>➤ Implements needed budget revisions based on outcome of budget hearings.</li> <li>➤ 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.</li> <li>➤ Answers communications pertaining to budget queries.</li> <li>➤ Supports the preparation of the initial draft of the strategic plan of the school (DEDP) by the Division Planning Team by providing inputs on budgeting considerations.</li> <li>➤ Assist in the preparation of the final draft of the school Annual Implementation Plan (AIP) and subsequent adjustments or compute and provide inputs on the budgetary requirements of the Annual Plan.</li> <li>➤ 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 school (e.g. teachers, textbooks, chairs, classrooms, etc.) for management decision.</li> </ul>
<i>Budget Execution</i>	<ul style="list-style-type: none"> <li>➤ Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan.</li> <li>➤ Certifies availability of allotments, monitors and records expenditures in appropriate registries.</li> <li>➤ Coordinates with units regarding their programs, projects and activities (PPA) for update and status relative to funding and expenditure.</li> </ul>

KLG/fcc

01/15/2021



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)

*We serve with Goodness, Openness, and Dignity*



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

*2.e JOB DESCRIPTION*

KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES
<i>Budget Execution</i>	<ul style="list-style-type: none"><li>➤ Evaluates statement of allotment obligations and balances for decision-making purposes.</li></ul>
<i>Budget Accountability and Reporting</i>	<ul style="list-style-type: none"><li>➤ Assist in the preparation of the Budget Accountability Reports (BAR) together with the SDO Budget Officer.</li><li>➤ Analyzes “Summary of Financial Reports” as to accuracy for submission to various agencies.</li><li>➤ Evaluates financial performance in accordance with the approved AIP/Work and Financial Plan.</li></ul>
<i>Budget Systems Maintenance, Monitoring and Evaluation</i>	<ul style="list-style-type: none"><li>➤ Recommends and prepares budget related guidelines and memoranda for approval and issuance of the School Head.</li><li>➤ Coordinates with various units/project teams on the effective and uniform implementation of the budgetary controls systems.</li><li>➤ 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.</li></ul>
<i>Technical Assistance</i>	<ul style="list-style-type: none"><li>➤ Gather data on needs and difficulties encountered by other personnel in the school with regards to Budgeting. (Technical assistance needs)</li><li>➤ Provides technical assistance to School Head and other Finance personnel of the school. (Technical assistance interventions).</li><li>➤ Develop and implement orientations/ training/ seminars/ workshop to inform and build the capability of school management and personnel in preparing budgets following guidelines of DepED and other oversight agencies.</li></ul>

*2.f QUALIFICATIONS*

Education	: Bachelor’s degree relevant to the job
Training	: None
Experience	: None
Eligibility	: Career Service Professional (Second Level)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

KLG/fcc

01/15/2021



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
(086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)

*We serve with Goodness, Openness, and Dignity*



Republic of the Philippines  
Department of Education  
Caraga Region  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

2.g DOCUMENTARY REQUIREMENTS

- **Letter of Intent (LoI)** to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource II)
- Recent fully accomplished **Personal Data Sheet (PDS)** and **Work Experience Sheet** with recent passport-size picture and corresponding attachments (certificates)
- **Performance Rating** (3 consecutive years, if available)
- Original Certified Authenticated Copy of **Certificate of Eligibility / Rating and License**
- Original and photocopy of **Certification, Authentication, and Verification (CAV)** from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

2.h APPLICATION PROCESS

- Submit your portfolio to the **Personnel Unit** at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at [surigao.city.personnel@gmail.com](mailto:surigao.city.personnel@gmail.com).
- Deadline of submission is on or before **January 30, 2021**.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.

  
**KAREN L. GALANIDA, PhD, CESO V**  
Schools Division Superintendent

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on January 15, 2021

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




**HUMAN RESOURCE MANAGEMENT  
JOB VACANCY**

**HUMAN CAPITAL MANAGEMENT  
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

KLG/fcc

01/15/2021



 M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
 [surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)

*We serve with Goodness, Openness, and Dignity*