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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

25 JUN 2026

**DIVISION MEMORANDUM**

No. 474, s. 2026

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 767, S. 2026 RE: NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE 1**

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

1. In reference to the Regional Memorandum No. 767, s. 2026, this Office disseminates the notice of vacant positions in the DepEd Regional Office 1 inviting qualified applicants to apply.
2. Attached herewith is the copy of the regional memorandum with the list of vacant positions, corresponding qualification standards, documentary requirements, and other pertinent details for the information and guidance of all concerned.
3. Interested applicants are encouraged to review the attached memorandum carefully and submit their application documents within the prescribed period and in accordance with the procedures outlined therein.
4. For widest dissemination and appropriate action.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
25 JUN 2026  
RELEASED  
BY: [Signature]

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: www.depedvigancity.com

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)





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**REGIONAL MEMORANDUM**

No. 767 s. 2026

**NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE I**

To: Assistant Regional Director  
 Schools Division Superintendents  
 DepEd ROI Chiefs  
 All Others Concerned



1. This is to announce the following vacant positions in this Office and invitation to apply:

JUN 23 2026

Vacancy/ Particulars Position Title/SG/Monthly Salary/Area of Assignment	Qualification Standards			
	Education	Training	Experience	Eligibility
Education Program Supervisor/22/81796/Quality Assurance Division	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Attorney III/21/73303/Office of the Regional Director - Legal Unit	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)
Administrative Officer V (Human Resource Management Officer III) (Anticipated Vacancy)/18/53818/Administrative Division - Personnel Section	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
Accountant II (Anticipated Vacancy)/16/45694	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)



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Computer Maintenance Technologist I/11/31705/Office of the Regional Director – Information and Communication Technology Unit	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer I (Cashier I) (Anticipated Vacancy)/10/26917/Administrative Division – Cash Section	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant I (Anticipated Vacancy)/7/20914/Administrative Division	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

2. The Department of Education Regional Office No. I affords **equal employment opportunities** to all qualified and interested 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. Applicants should signify their interest in writing and submit the following documents not later than **June 29, 2026**.

- a. Letter of intent addressed to the Regional Director, ESTELA P. LEON-CARIÑO, or to the highest Human Resource Office designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture, complete with signature, photo, thumb mark, and duly sworn and



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subscribed (CS Form No. 212, Revised 2025), strictly following the CSC "Guide to Filling Out the Personal Data Sheet" and Work Experience Sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph), if applicable;

- c. Photocopy of valid and updated PRC License/ ID, if applicable;
- d. Photocopy of Certificate of Eligibility/ Report of Rating, if applicable;
- e. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
- f. Photocopy of Certificate/s of Training, if available;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
- h. Photocopy of Latest Appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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 R.A. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, duly notarized by authorized official;
- k. Other documents may be required for comparative assessment, such as but not limited to:
  - k.1 Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
  - k.2 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position filed.

3. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPBSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the set deadline.

5. Application documents may be submitted through the DepEd ROI - Records Section or via courier addressed to or online application at:

**RAMON O. CANIEZO**

Department of Education Regional Office No. I  
Flores St., Catbangen, City of San Fernando, La Union  
<https://tinyurl.com/ApplicationForm-DepEdROI>

6. All official applicants in the pool will be assigned with an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. Qualified applicants will be notified through a letter, email, text message, or call on the schedule of assessment/ screening.



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7. Enclosure Nos. 4 and 5 – Criteria and Point System for Hiring and Promotion to Related – Teaching and Non-Teaching Positions of DepEd Order No. 007, s. 2023 shall be used in the evaluation of documents for said positions.
8. Attached hereto are the duties and responsibilities of the positions and the timeline or schedule of recruitment and selection activities, for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.

*elo*  
**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
*En* Director IV/Regional Director *e*

Encl. & References: As stated.

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

VACANT POSITIONS

ANNOUNCEMENT

AD-Personnel/gnn/LGAbaya/NoticeofVacantPositions  
June 19, 2026



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**Enclosure No. 1**

**Duties and Responsibilities**

**re: Education Program Supervisor, Attorney III, Administrative Officer V, Accountant II, Computer Maintenance Technologist I, Administrative Officer I, Administrative Assistant I**

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Education Program Supervisor/ Quality Assurance Division	<p>Job Summary: This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions. Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.</p> <p>KRAs:</p> <p>Quality Assurance Standards and Policy Formulation &amp; Adoption:</p> <ul style="list-style-type: none"> <li>• Provides data/information gathered from national issuances, internal and external research findings, M&amp;E and TA reports as inputs for the development and adjustments of the Regional QA-M&amp;E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS);</li> <li>• Designs QA-M&amp;E processes and tools to operationalize the QMS framework of the region;</li> <li>• Coordinates the development of regional guidelines/standards/tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers);</li> <li>• Organizes the formation, training and practice of M&amp;E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems;</li> <li>• Facilitates group processes for the review of existing national standards for its localization as appropriate to the region;</li> <li>• Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes;</li> <li>• Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.</li> </ul> <p>Progress M &amp; E:</p> <ul style="list-style-type: none"> <li>• Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement;</li> <li>• Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional</li> </ul>



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	<p>management of the progress and challenges of the schools division;</p> <ul style="list-style-type: none"> <li>• Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards;</li> <li>• Prepares M &amp; E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions;</li> <li>• Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/ project goals and objectives.</li> </ul> <p>Results M &amp; E:</p> <ul style="list-style-type: none"> <li>• Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators;</li> <li>• Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes;</li> <li>• Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges;</li> <li>• Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards;</li> <li>• Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school;</li> <li>• Identify, gather data/ research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.</li> </ul> <p>Coordination with Other RO Units:</p> <ul style="list-style-type: none"> <li>• Assists Chief of QAD in communicates M &amp; E results to concerned FDs/Units and schools division management teams;</li> <li>• Participates in designing and crafting REDP that will set the strategic directions for the region;</li> <li>• Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region.</li> </ul> <p>Technical Assistance:</p> <ul style="list-style-type: none"> <li>• Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region.</li> </ul> <p>Unit Performance:</p> <ul style="list-style-type: none"> <li>• Describes accurately the functions performed and submits promptly performance reports to Chief of QAD;</li> <li>• Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit;</li> <li>• Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit.</li> </ul>
<p>Attorney III/ Office of the Regional Director – Legal Unit</p>	<p><b>Job Summary:</b> To assists the Attorney IV in the provision of effective, efficient, and expeditious legal services to the Regional Office.</p> <p><b>KRAs:</b></p> <p><b>Impartial, evidence-based and Speedy Disposition of complaints and cases (includes private school matters):</b></p> <ul style="list-style-type: none"> <li>• Evaluates and makes recommendations on complaints;</li> <li>• Evaluates and makes recommendations on matters/issues involving private schools;</li> <li>• Conducts preliminary/fact-finding investigation in sensitive and complex complaints, including matters concerning private schools;</li> <li>• Appears in hearings/proceedings for the prosecution of administrative cases;</li> <li>• Prepares resolution, formal charge, decision, comment for cases on appeal and other pleadings;</li> <li>• Drafts decisions and other actions on complaints filed against private schools</li> </ul> <p><b>Effective and Efficient In-House General Legal Services:</b></p> <ul style="list-style-type: none"> <li>• Prepares legal opinion, interpretation and/or advice on laws, rules and regulations, and policies concerning the Department;</li> <li>• Prepares/recommends replies or actions on legal matters;</li> <li>• Drafts/reviews contracts, agreements and other legal instruments;</li> <li>• Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction;</li> <li>• Assists in cases handled by the Office of the Solicitor General;</li> <li>• Assists in tribunals and administrative bodies in behalf of RO/SDO;</li> <li>• Performs other functions as may be assigned.</li> </ul> <p><b>Regular Monitoring and Timely Submissions of Reports on Matters which are Required by Law:</b></p> <ul style="list-style-type: none"> <li>• Assists the Attorney IV in representations and coordination tasks for the Legal Unit.</li> </ul> <p><b>Legal Service to SDOs without Attorney III positions/appointees:</b></p>



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	<ul style="list-style-type: none"> <li>• Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO;</li> <li>• Assists formal investigating committees during the formal Investigation (act as amicus of the SDO)</li> <li>• Evaluates requests clearance and certification on pendency and non-pendency of administrative case;</li> <li>• Assist the office of the SDS in safeguarding the department's rights and interests on school site</li> <li>• Assist the OSDs in the timely submission of report on matters which are required by law and rules;</li> <li>• Leads and manages the work of the SDO Legal Unit;</li> <li>• Plan/ organize the work if then Legal Unit WFP and APP, as may be applicable;</li> <li>• Performs other tasks as may be assigned by the SDS.</li> </ul>
<p><b>Administrative Officer V (Human Resource Management Officer III) Anticipated Vacancy – Administrative Division – Personnel Section</b></p>	<p><b>Job Summary:</b> To lead and supervise the staff who will provide the RO with services in the acquisition of personnel, tracking their movement within the organization, ensuring the timely receipt of their compensation and mandated benefits. and manage the employee data base and records.</p> <p><b>KRAs:</b></p> <p><b>Policies and Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Implement Personnel Service guidelines and issuances from CO and government agencies and recommend other issuances and guidelines relevant to the RO;</li> <li>• Monitor implementation of policies and guidelines issued on administrative matters.</li> </ul> <p><b>Personnel Administration:</b></p> <ul style="list-style-type: none"> <li>• Reviews, recommends for approval or approves document from Personnel Section in matters requiring his/her action (e.g. Service Records, Form 6 &amp; 7);</li> <li>• Review and recommends all pertinent personnel actions for the approval of the RD;</li> <li>• Sit as member of the PSB during the deliberations to provide inputs related to CSC rules and regulations;</li> <li>• Certify on the appointment papers that vacant positions have been published;</li> <li>• Drafts of Reports to Oversight Agencies;</li> <li>• SALN of each employee in the RO collected and filed;</li> <li>• Verify and submit to the CSC and Ombudsman the duly accomplished SALN of all employees in the RO.</li> </ul> <p><b>Performance Management:</b></p>



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	<ul style="list-style-type: none"> <li>• Prepare and manage the work plan and budget for Personnel Section and submit this to be part of the RO budget;</li> <li>• Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets;</li> <li>• Integrate and submit accomplishment report of Personnel Services to inform RO management of progress, issues, and challenges for correction action;</li> <li>• Conduct Perform Appraisal Feedback and Ratings on direct reports towards continues improvement of performance;</li> <li>• Prepare and implement a Professional Development Plan for Personnel Services staff;</li> <li>• Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section;</li> <li>• Conduct regular Meetings of Personnel Services staff for regular updates and work coordination;</li> <li>• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.</li> </ul>
<p>Accountant II (Anticipated Vacancy) – Finance Division – Accounting Section</p>	<p><b>Job Summary:</b> To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations. Prepares accountability and financial reports; Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies; 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; and, Maintains discipline and efficiency of subordinates.</p> <p><b>KRAs:</b></p> <p><b>Financial Records and Reports:</b></p> <ul style="list-style-type: none"> <li>• Prepares journal entries, reports, letters, endorsements, and memoranda;</li> <li>• Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports;</li> <li>• Supervises the reconciliation of the books of accounts;</li> <li>• Supervises, reviews and revises the work of subordinates;</li> <li>• Supervises the preparation of financial reports;</li> <li>• Analyzes financial statements made by assistants and helpers;</li> <li>• Maintains discipline and efficiency of subordinates;</li> <li>• Reviews periodic Financial Statements and other related reports;</li> <li>• Reviews the accuracy, validity and appropriateness of income and expenditure transactions;</li> </ul>



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	<ul style="list-style-type: none"> <li>• Reviews and monitors the maintenance of journals, general ledgers, subsidiary ledgers and the related account schedules;</li> <li>• Reviews the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information;</li> <li>• Reviews the existence of Accounts Payable/unpaid obligations;</li> <li>• Reviews the consolidated reports of field offices and supporting schedules;</li> <li>• Reviews the correctness of Financial Statements and schedules;</li> <li>• Coordinates with CO, RO, DO and other concerned oversight/regulatory agencies on fund releases and other reportorial requirements;</li> <li>• Prepares replies to AOM, requests, indorsements and other communications from other agencies;</li> <li>• Serves as facilitator, resource speaker and consultant on budgeting and other financial related training workshops;</li> <li>• Provides technical assistance and supervises the special disbursing officer of school with incomplete set of books;</li> <li>• Assists the agency head in depending DO budget proposals/estimates.</li> </ul> <p>Technical Assistance:</p> <ul style="list-style-type: none"> <li>• Prepare monitoring tool and assist as facilitator, resource speaker and consultant for training and development on accounting/budgetary/auditing matters.</li> </ul>
<p>Computer Maintenance Technologist I – Office of the Regional Director – Information and Communications Technology Unit</p>	<p>Job Summary: To provide the regional office with quick response in the maintenance of existing ICT infrastructure and resources, networks and equipment for efficient delivery of education services that is responsive to the needs of the intended users.</p> <p>KRAs:</p> <p>Installation and Configuration of Network:</p> <ul style="list-style-type: none"> <li>• Install and configure hardware, network and software technologies in accordance with the standards and designs specifications and in coordination with suppliers and service providers to support ICT programs and projects implementation;</li> <li>• Perform backup and recovery procedures in accordance to a well-crafted System Maintenance and Disaster Management Plan to ensure security, availability and reliability of data and services at all times.</li> </ul> <p>Hardware Performance Monitoring and Evaluation:</p> <ul style="list-style-type: none"> <li>• Maintain and monitor data center facilities by conducting regular and periodic standard maintenance check to ensure continuous service delivery;</li> <li>• Monitor and follow up implementation of suppliers and service providers contracted service agreements to adhere to organizational requirements and agreed on timetable.</li> </ul>



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	<p>Troubleshooting Management:</p> <ul style="list-style-type: none"> <li>• Provide technical support to RO users on the maintenance, troubleshooting and repair of hardware, software and network resources through coordination with suppliers and service providers on the delivery of service agreements;</li> <li>• Prepare and provide technical report on the results of maintenance, troubleshooting and repair of hardware, software and network resources activities on a regular basis to determine the status of all ICT infrastructures and inform the decision making;</li> <li>• Support the testing and deployment of ICT systems through the set up and maintenance of the needed hardware and software.</li> </ul> <p>ICT Technical Assistance:</p> <ul style="list-style-type: none"> <li>• Define the problem or issue of the user and identify cause of the problem to provide the appropriate response;</li> <li>• Assist in the training of users by providing technical support on provision of the needed hardware and software to ensure the smooth delivery of training.</li> </ul>
<p>Administrative Officer I (Cashier I) Anticipated Vacancy – Administrative Division – Cash Section</p>	<p>Job Summary: To assist the AOV - Cash in providing the RO with services in disbursement, cash collection, liquidation, and financial reporting in order to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances.</p> <p>KRAs:</p> <p>Policies and Guidelines:</p> <ul style="list-style-type: none"> <li>• Provide feedback and suggestion to Cashier III for improvements in the implementation of policies and procedures on cash management and cash safety.</li> </ul> <p>Cash Collection:</p> <ul style="list-style-type: none"> <li>• Receive and take custody of all cash funds, checks/validates entries in cash registry to verify accuracy and classify receipts by accounts to facilitate reporting;</li> <li>• Record in cash registry book all types of collection made as basis for cash collection cash reports;</li> <li>• Turn over to Cashier III, cash collection and report on a daily basis;</li> <li>• Records and prepare advice of checks issued and cancelled as basis for cash reports;</li> <li>• Prepare and submit to Cashier III, report on cash inflow to the account of the RO to monitor cash availability for disbursement;</li> <li>• Implement control procedures to safeguard cash funds.</li> </ul> <p>Disbursement and Remittances:</p> <ul style="list-style-type: none"> <li>• Checks records of cash disbursements and reconciliation with cash books to validate accuracy as basis for reports;</li> </ul>



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	<ul style="list-style-type: none"> <li>Record check issuances and disbursements made and submit report on a daily basis to monitor bank balance;</li> <li>Controls and releases approved checks to DepEd creditors;</li> <li>Prepare documents for premiums and contribution;</li> <li>Records cash outflow and cash balance on a daily basis to monitor cash availability.</li> </ul> <p>Salaries and Wages:</p> <ul style="list-style-type: none"> <li>Assist Cashier III in negotiating bank transactions such as encashment of payroll, bank deposits and bank withdrawals;</li> <li>Verify salaries, overtime pay and traveling expenses vouchers;</li> <li>Assist Cashier III in undertaking payroll distribution and other disbursements.</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>Replenish accountable forms (such as official receipts, petty cash vouchers and the like) and turn over forms with replenishment report to Cashier III for safekeeping;</li> <li>Prepare draft collection and deposit reports for Cashier III;</li> <li>Prepare draft report of checks issued and cancelled for Cashier III.</li> </ul>
<p><b>Administrative Assistant I (Anticipated Vacancy) - Administrative Division</b></p>	<p><b>Job Summary:</b> To provide administrative support in the effective and efficient operation of the Administrative Services Division.</p> <p><b>KRAs:</b></p> <p><b>Secretarial/ Frontline and Administrative Support:</b></p> <ul style="list-style-type: none"> <li>Schedules and keep track of Administrative Services meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;</li> <li>Received/routed calls;</li> <li>Visitors responded to;</li> <li>Follow through on inquiries;</li> <li>Prepare or encode into electronic format word documents and other presentation materials;</li> <li>Provide assistance and administrative support to training and conferences as assigned;</li> <li>Coordinate preparation of documents and supporting documents and forms needed in the operations of Administrative Services;</li> <li>Prepare requests for office equipment and office supplies for Administrative Services.</li> </ul> <p><b>Records Management:</b></p> <ul style="list-style-type: none"> <li>Receive, record and route documents addressed to Administrative Services 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;</li> </ul>



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	<ul style="list-style-type: none"><li>• Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;</li><li>• Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference.</li></ul>
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**Enclosure No. 2**

**Timeline or Schedule of Recruitment and Selection Activities**

**re: re: Education Program Supervisor, Attorney III, Administrative Officer V, Accountant II, Computer Maintenance Technologist I, Administrative Officer I, Administrative Assistant I**

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	June 18, 2026	
Submission and Receipt of Application Documents	June 18-29, 2026	
Listing of ALL Applicants	June 30, 2026 to July 6, 2026	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	July 7-21, 2026	
Conduct of initial deliberation of the qualification of applicants (if necessary)	July 22, 2026	
Posting copy of the IER	July 23-24, 2026	*Notifies all applicants of the results of the initial evaluation and the schedule of evaluative assessment
Conduct of Evaluative Assessment: Written Examination Panel Interview/ Open Ranking Validation of Documents	July 30, 2026 to August 4, 2026	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	August 5-6, 2026	
Submission of CAR to the appointing authority and requesting instruction	August 10-11, 2026	
-Conduct of Background Investigation		
Posting of CAR in three (3) conspicuous places and through other modes	August 11, 2026	
Appointment of successful candidate	TBA	

\*\*\*The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business

Prepared by:

  
**GEORGINA N. NERIDA**  
 Administrative Officer V

Noted:

  
**RHODA T. BALON**  
 HRMPSB Chairperson