



Republic of the Philippines  
**Department of Education**  
**VACANCY ANNOUNCEMENT**

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|---|---|
| <b>BUREAU/SERVICE:</b>  | Administrative Service  |
| <b>DIVISION/UNIT:</b>   | Records Division  |
| <b>POSITION PROFILE</b>   |   |
| <b>Position:</b> Chief Administrative Officer (Records Officer V)<br><b>Work Category:</b> Non-Teaching   | <b>Salary Grade: 24</b><br><b>Annual Salary: ₱ 1,080,936.00</b>   |
| <b>Item No.:</b><br><b>OSEC-DECSB-CADOF-102-2004</b>  | <b>Other Incentives/Bonuses:</b> <ul style="list-style-type: none"> <li>• Monthly Economic Relief Allowance</li> <li>• Mid-year bonus</li> <li>• Productivity Enhancement Incentive</li> <li>• Clothing Allowance</li> <li>• Cash Gift</li> <li>• Year-end bonus</li> </ul> |
| <b>JOB DESCRIPTION</b>  |   |
| <p>The position is responsible for leading the budget process: Preparation, Legislation, Execution and Reporting /Accountability, for the DepEd to ensure optimal operations and accomplishment of its goals and targets. The position is also responsible for ensuring the correct use of the budget allocations of the DepEd in compliance with DBM and COA rules and regulations. The position is also responsible for the performance of the Budget Division.</p> <p>It also includes the management of the day-to-day activities of the division as well as the supervision, development of team's skills in the performance of their roles. Leads and manages the work of the team that will help ensure that the Division has the resources, technical assistance and ability to implement programs and projects, and monitor and evaluate them.</p> |   |
| <b>MINIMUM QUALIFICATIONS</b>   |   |
| Education   | Master's degree OR Certificate in Leadership and Management from the CSC  |
| Experience  | 4 years of supervisory/management experience  |
| Training  | 40 hours of supervisory/management learning and development intervention  |
| Eligibility   | Career Service (Professional) Second Level Eligibility  |

**APPLICATION PROCEDURE**

**Submit** the following documentary requirements\* through <https://bit.ly/DepEdRSABatch01>\*\* on or before **June 10, 2023**:

- a. **Letter of Intent** (addressed to Mr. Albert Jerome C. Andres, Chief Administrative Officer of the BHRD-Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for.**
- b. Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2017) and **Work Experience Sheet**. You may download these forms at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
- c. **Curriculum Vitae**
- d. **Photocopy of one (1) government-issued ID**
- e. **Copy of Eligibility** (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
- f. **Transcript of Records and Diploma**
- g. **Performance ratings for the last 2 rating periods (2022 & 2023) (One (1) performance rating is equivalent to six (6) months)**
- h. Certificates of **Relevant Trainings** attended.
- i. Certificates of **Outstanding Accomplishments** (Awards and Recognition, Research Innovation, Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees, Resource Speakership/Learning Facilitation, NEAP Accredited Learning Facilitator)
- j. **Application of Education**
- k. **Application of Learning & Development**
- l. **Checklist of Requirements** (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). You may print these forms at <https://studylib.net/d/Y8PL2>

**The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.**

\* **Image files will NOT be accepted on the form. Please convert your files to PDF format before you proceed.**

\*\* **If the link does not redirect you to the online application form, please type the address manually.**

\*\*\* **Failure to submit necessary documents within the given deadline shall not be included in the official pool of applicants.**