


	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018
	ANNOUNCEMENT OF VACANT POSITIONS		Name of Office: OSDS-PERSONNEL

DEPARTMENT OF EDUCATION
 DIVISION OF ANGELES CITY
 RELEASED
 MAR 03 2021
 BY: _____

March 2, 2021

POSITION PROFILE	
Position Title: Administrative Officer IV Plantilla Item Number: OSEC-DECSB-ADDOF4-150059-2014 Station of Deployment: Division Cashier Unit	Salary Grade: 15 Monthly Salary: P33,575.00
CSC QUALIFICATIONS:	PREFERRED QUALIFICATIONS:
Education: Bachelor's degree relevant to the job	Education: Bachelor's degree relevant to the job
Experience: 1 year relevant experience	Experience: 1 year experience in Cashier Unit/Dept.
Training: 4 hrs. of relevant training	Training: 4 hrs. of relevant training
Eligibility: Career Service Professional (Second Level Eligibility)	Eligibility: Career Service Professional (Second Level Eligibility)
JOB SUMMARY: The position shall be responsible in managing cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations.	
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ➤ Prepare, disburse and release approved checks based on prescribed to fulfill payment obligations of the SDO. ➤ Distribute to collecting and disbursing officers cash advances for salaries and wages and reviews statements of accounts and current and replenishment vouchers. ➤ Review and finalize advice of checks issued and cancelled (ACIC) for submission to the Bureau of the Treasury and Authorized Govt. Depository Bank. ➤ Remits mandatory contribution to BIR, GSIS, HDMF and Philhealth Records daily transaction to monitor cash outflow and daily cash balance. ➤ Prepare liquidations of cash advance/Petty cash fund submitted for replenishment. ➤ Prepares replenishment reports, collection and deposit reports and report of checks issued and cancelled. ➤ Prepares monthly reports on the cash status of various accounts. ➤ Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals. ➤ Monitor to ensure the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations. ➤ Prepare accountable forms and ensures the proper use, maintenance and control of accountable forms such as official receipts and petty cash vouchers. 	

POSITION PROFILE	
Position Title: Public Schools District Supervisor Plantilla Item Number: PSDS-150151-1998 Station of Deployment: CID UNIT	Salary Grade: 22 Monthly Salary: P68,415.00
QUALIFICATIONS:	
Education:	Master's degree in Education or other relevant Master's degree
Experience:	Five years cumulative experience in instructional supervision and school management
Training:	16 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET
JOB SUMMARY: To provide schools and learning centers in a district with relevant and timely service through: <ul style="list-style-type: none"> <input type="checkbox"/> the conduct of instructional supervision <input type="checkbox"/> provision of technical assistance in school management and curriculum implementation <input type="checkbox"/> establishing a conducive physical environment for learners and school workers <input type="checkbox"/> sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education. 	

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GENERAL DUTIES AND RESPONSIBILITIES:

INSTRUCTIONAL SUPERVISION

- Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.
- Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.
- Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.

TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT

- Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing,
- Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.
- Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
- Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.
- Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.

MONITORING AND EVALUATION

- Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools.
- Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
- Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.

CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION

- Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

LEARNING OUTCOMES ASSESSMENT



- Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

RESEARCH

- Conduct action research on curriculum implementation, needs and issues, appropriate intervention for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.

TECHNICAL ASSISTANCE

- Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions
- Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.
- Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

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APPLICATION PROCEDURE:

1. Register your application through this link: <https://tinyurl.com/RegistrationForVacantPosition>
2. Submit the following documents arranged in **folder with proper tabs/labels and enclosed in separate sealed envelopes:**

Envelope 1:

- a. Letter of intent
- b. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet),
- c. Transcript of Records
- d. Performance Rating for three rating periods
- e. Service Record/Certificate of Employment



Envelope 2:

- a. CSC Form 212,
- b. Transcript of Records
- c. Service Record/ Certificate of Employment
- d. Other pertinent documents, such as Certificate of Training/Seminars and outstanding accomplishments.

Application documents must be submitted to the Records Unit, DepEd Division of Angeles City, Jesus St. Pulungbulu Angeles City. Last date of submission will be on **March 12, 2021** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

Reference: **(DepEd Order 66, s. 2007) Selection, Promotion and Designation of other Teaching, Related Teaching and Non-Teaching Position**

Note: Please ensure that the photocopied documents submitted are certified by authorities concerned otherwise said documents will not be honored. All submitted documents will no longer be returned to the applicant.


MA. IRELYN P. TAMAYO, PhD, CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent 

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.