

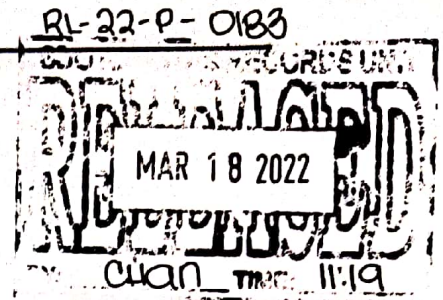


Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

**Office of the Schools Division
Superintendent**

15 March 2022

Honorable TOBIAS REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: **Information Communication Technology Office**

S I R:

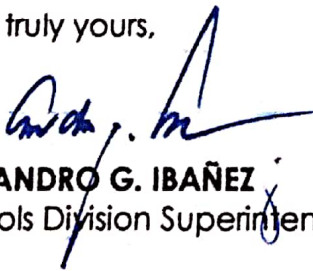
Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated March 10, 2022 concerning the Hiring of Administrative Assistant III and II. May we request that you kindly post and disseminate this issuance in your City's official Websites page, for your constituent's information.

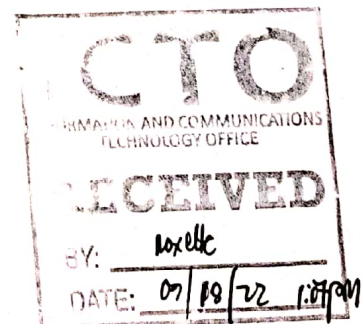
For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at elenor.robles@deped.gov.ph or at 83555032.

Thank you and more power!

Very truly yours,


ALEJANDRO G. IBÁÑEZ
Schools Division Superintendent

Personnel/ERC



- 📍 Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen, Navotas City
- ☎ (02) 83555032, (02) 83327985
- ✉ navotas.city@deped.gov.ph
- 🌐 <https://depednavotas.ph>



**ISO Certified:
9001:2015**

*Passion... Purpose... Productivity
Angat Pa, NAVOTAS!*

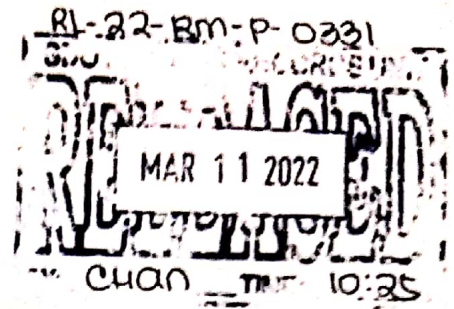


Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

Office of the Schools Division
Superintendent

MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary & Secondary School Heads
All Others Concerned



FROM: 
ALEJANDRO G. IBANEZ
Schools Division Superintendent

SUBJECT: **SCREENING/ EVALUATION FOR ADMINISTRATIVE ASSISTANT III & II
POSITIONS**

Date: 10 March 2022

1. The field is hereby informed that the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for non-teaching positions to fill up natural vacancy:

Position	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place of Assignment
Administrative Assistant III	1	9	Php 20,402.00	OSDS – Personnel Unit
Administrative Assistant II	1	8	Php 18,998.00	San Rafael Technological Vocational High School

2. All interested in this position must be able to meet the Qualification Standards (QS) before they can be shortlisted and proceed with the application process:

Position	Education	Training	Experience	Eligibility
Administrative Assistant III & II	Completion of 2 years studies in college;	4 (four) hours of relevant	1 (one) year of relevant experience	Career Service (Sub-Professional) First Level



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③ navotas.city@deped.gov.ph ④ <https://depednavotas.ph>



ISO Certified:
9001:2015

Passion... Purpose... Productivity...
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3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle (EEOP)**.
4. Interested applicants must submit the following pertinent documents through the Records Unit on **March 31, 2022, Thursday**, for evaluation purposes:
- a. Letter of Intent addressed to the Schools Division Superintendent (Note: State the specific position being applied for.)
 - b. Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
 - c. Updated Service Record (Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
 - Photocopy of official Transcript of Records for holders of Bachelor's/ Master's or Doctorate degrees
 - Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
 - d. Photocopy of Eligibility
 - e. Photocopy of Performance Ratings for the last three (3) rating periods prior to this application (Note: This should cover FY 2019, 2020 and 2021)
 - f. Certificates of relevant trainings/seminars (not credited during the last promotion)
 - g. Certificates of specialized trainings attended (e.g. scholarship programs, short term courses, or local or foreign study grants)
 - h. Certificates of Outstanding Accomplishments (if any)
 - i. Outstanding Employee Awards
 - ii. Innovations
 - iii. Research & Development Project/s
 - iv. Publication/Authorship
 - v. Consultancy/Resource Speaker in Trainings/ Seminars/ Symposia
 - i. Omnibus Certification of Authenticity and Veracity of Documents (see Annex A)

The above-mentioned document in item **ii** Innovation must be duly authorized/approved by the proper school authorities and SDO officials concerned. Likewise, item **iv** of the Publication/ Authorship must have accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.

All hard copies of the documents to be submitted must also be submitted in clearly scanned copies in PDF format. These should be sent via email to sdonavotas.personnel@deped.gov.ph on or before the deadline (see Item 4). In the event, there is a discrepancy between hardcopy & scanned copy, the hard copy will prevail over the scanned copy.

5. DepEd Order No. 66 s. 2007 shall serve as basis for evaluation of qualified applicants in the screening and evaluation process. The HRMPSB shall evaluate the applicants using the table below and assign points using the above-mentioned criteria for this position.

NON-TEACHING GROUP

CRITERIA	POINTS
Performance Rating	30
Experience	10
Outstanding Accomplishments	20
Education	15
Training	10
Interview	15
TOTAL	100

6. The schedule of activities relative to the screening /evaluation for this position is as follows:

Date	Activities	Person or Committee In-Charge
March 10, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page/s: https://depednavotas.ph/ https://www.facebook.com/Navotas.Division https://www.facebook.com/depednavotashumanresource/ https://www.facebook.com/navotenoako	AO II ITO
March 10 to 22, 2022	Filling out of Google form at https://bit.ly/MarchVacancy1 for the virtual orientation of interested applicants	Interested applicants
March 23, 2022	Virtual orientation of interested applicants via google meet application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & google form)	HRMO II and HRMPSB Secretariats
March 31, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph	AO II
April 04, 2022	Open ranking and interview of qualified applicants Finalization of the assessment of documents and results of the interview for conforme by the applicants	HRMPSB Committee

7. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in item number 6 may be conducted virtually via google meet application.
8. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents. Any false and fraudulent document submitted shall be grounds for disqualification (see Annex A).
9. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual

evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.

10. Applicants who will not be able to participate during the scheduled evaluation assessment shall not be given scores for the interview.

It is understood that applicants to this position are willing to be assigned in the school where the vacancy exists.

11. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (see Annex B) and the job description of the positions of ADAS 3 & 2 (see Annex C).
12. Applicants must also prepare the original copies of their supporting documents listed in item number 4 should there be a need to present these to the HRMPSB. Applicants must also ensure that all their documents are accurate, complete, and updated and such pertinent documents are submitted (hard copy) on or before the deadline date.
13. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at elenor.robles@deped.gov.ph.
14. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

ANNEX A

Omnibus Certification of Authenticity and Veracity of Documents

CERTIFICATION

I, _____, of legal age, _____, Filipino and residing at _____ under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of non-teaching position applicant to the Department of Education, Division of Navotas City for SY 2021-2022.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2020, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc. No. _____
Page No. _____
Book no. _____
Series of _____

ANNEX B

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name & Signature of Employee

Date

BACKGROUND INVESTIGATION (BI) FORM

Applicant under BI (To be filled out by the HRMO Officer)	Respondent (To be filled out by the Respondent)
Name of Candidate: <hr/> Position being Applied for: <hr/> Level: _____ Salary Grade: _____ Current Position: _____ Station: _____	Name: _____ Position: _____ Work relationship to the candidate: (Please tick the appropriate box.) <input type="checkbox"/> Applicant's Supervisor/ Superior <input type="checkbox"/> Applicant's Peer <input type="checkbox"/> Applicant's Subordinate Date: _____

Note to the Respondent: Your cooperation to provide your most honest assessment of the Candidate in terms of the following items is requested.

- | | |
|-----------------------|----------------------------|
| 1 – Almost Never True | (0 – 24.99% of the time) |
| 2 – Usually Not True | (25% - 49.99% of the time) |
| 3 – Occasionally True | (50% - 69.99% of the time) |
| 4 – Usually True | (70% - 99.99% of the time) |
| 5 – Always True | (100% of the time) |


The Candidate.....	1	2	3	4	5	Remark/s
1. has unquestionable integrity						
2. has a good disposition in life						
3. gets easily frustrated						
4. commands respect from his/her fellow worker						
5. serves well that satisfy the office's clients						
6. ask help from anyone in case he is not familiar with the task assigned to him/ her						
7. is observed to be good team player						
8. is a favorite teammate of everyone in the office						
9. is almost always present to attend to his/ her duties in the office						
10. honestly admits that he/she doesn't know everything about his/ her work						
11. manifests the highest degree of dependability towards work						
12. is observed to be perfectionist in his/ her work output						
13. seldom has errors in his/her work output						
14. is able to save office resources because his/her work output is always "almost perfect"						
15. is almost always physically fit to perform his/her assigned task						
16. acknowledges mistakes and/or criticisms						
17. on-time in submitting work outputs						
18. knows how to handle and diffuse tension or conflict among co-workers						
19. is solution-oriented and initiates resolution of any concern or issue						
20. displays innovativeness/ creativity in his/ her approach to work						

21.	presents a good example of being a leader and a follower						
22.	can work well independently or in teams and produce the desired output/						
23.	has high stress tolerance level						
24.	observes punctuality and extends time at work if needed						
25.	has a strong sense of responsibility and accountability						

Overall impression of the Candidate :

Thank you for your cooperation!


<p>I attest to the fact that all the foregoing are based on the actual interview (face to face or telephone) with the respondent and that no part of this report has been disclosed unofficially with anyone and, that I shall maintain the confidentiality of all information gathered</p> <p>_____</p> <p>Background Investigation Officer</p>	<p>I certify that the foregoing are based on my personal knowledge about the Candidate and that I have reviewed all the contents of this report and found the same to be correct</p> <p>_____</p> <p>Respondent</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant II	Salary Grade	8
Parentetical Title		Governance Level	Schools Division Office/IU Secondary School
Unit	Accounting/Budget/Implementing Unit (IU) Secondary School	Division	OSDS
Reports to	Senior Bookkeeper/Accountant/School Head	Effectivity Date	
Positions Supervised	N/A	Page/s	
JOB SUMMARY			
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		

NOTE: Determination of work assignments of the incumbent ADAS II, shall be the task of his/her immediate superior, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) • Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
Budgeting Services	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	Budget Execution <ul style="list-style-type: none">• Assist in gathering of data needed in the preparation of cost efficiency computations• Prepare data needed to approve obligation requests• Gather data needed to evaluate and prepare status report on budget utilization• Prepares documents to approve fund transfer to other operating units Budget Accountability and Reports <ul style="list-style-type: none">• Gather data needed in the preparation of budget accountability reports

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title		Governance Level	Schools Division Office (SDO)/Implementing Unit Secondary School
Unit	Accounting/Budget/Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date	
Positions Supervised	N/A	Page/s	
JOB SUMMARY			
This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		

NOTE: Determination of work assignments of the incumbent ADAS III, shall be the task of his/her immediate superiors, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>For DepEd Implementing Units:</p> <ul style="list-style-type: none"> • Prepare/maintain registries of allotment and obligations • Prepare financial and accountability reports and maintains subsidiary ledgers • Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.) • Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school • Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units:</p> <ul style="list-style-type: none"> • Maintain school's subsidiary ledgers related to cash advances • Assist the school head in the preparation of liquidation of cash advances • Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances • Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.
Salary Administration and Payroll Processing	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. • Handle the administration of the Biometric system • Keep abreast with company policies and tax legislations that impact on remuneration • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.
Payroll-related Services	<p>As designated GSIS Authorized Agency Officer:</p> <ul style="list-style-type: none"> • Certify the loan applications of members in their agencies as to the following: <ul style="list-style-type: none"> ↳ That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for; ↳ That loan borrowers are in active service; ↳ That loan borrowers have no pending administrative and/or criminal charge; and ↳ That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS; • Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave; • Transmit electronically to GSIS, all membership updating request forms; • Coordinate with Electronic Remittance File (ERF) officers on the following: <ul style="list-style-type: none"> ↳ Timely deduction of the monthly amortization due on the loans certified or approved; ↳ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and ↳ Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS; ↳ Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance. • Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly; • Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and • Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs
Payroll-related Services	<p>As designated Electronic File Remittance (ERF) Handler</p> <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month;

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ↳ Monthly reconciliation billing issues (RBIs); and ↳ Notices of deficiency • Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS. • Prepare the monthly remittance files using the following as inputs: <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Notices to deduct received; ↳ Data on their employees with increments or promotion that will take effect on the particular due month; and ↳ List of employees from the agency who retired, separated, resigned or transferred to other agencies. • Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete. • Accomplish the proper membership updating form for employees in their agencies; • Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid; • Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and • Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.
Payroll-related Services	<p>As designated DepEd Verifier:</p> <ul style="list-style-type: none"> • Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility: <ul style="list-style-type: none"> ↳ DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines; ↳ GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications; ↳ Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and ↳ Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity; • Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018; • Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification,

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES								
	<p>as contained in the e-mailed request, are:</p> <ul style="list-style-type: none"> ↳ Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and ↳ Authentic, based on the information in the official payroll. <ul style="list-style-type: none"> • Record information on applications for loans under the following: <ul style="list-style-type: none"> ↳ GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and ↳ Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). • Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned • Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018): <table border="1" data-bbox="846 722 1368 975"> <thead> <tr> <th>Term of Loan</th><th>Maximum Contractual Interest Rate</th></tr> </thead> <tbody> <tr> <td>1 year</td><td>7.50%</td></tr> <tr> <td>2 years</td><td>9.00%</td></tr> <tr> <td>3 years</td><td>9.66%</td></tr> </tbody> </table> <ul style="list-style-type: none"> • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. • Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.). • Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation. • Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit, and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use. • Perform other related tasks as may be assigned by immediate superior. 	Term of Loan	Maximum Contractual Interest Rate	1 year	7.50%	2 years	9.00%	3 years	9.66%
Term of Loan	Maximum Contractual Interest Rate								
1 year	7.50%								
2 years	9.00%								
3 years	9.66%								

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budgeting Services	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports