



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

DM-s. 2024-056

To : **BONAFE CATHRINE B. RABAYA**
Administrative Officer II

Subject : **Officer in Charge – Division Accountant**

Date : October 7, 2024

In the exigency of the service, you are hereby designated as Officer in Charge – Division Accountant in view of the transition for the transfer of the Accountant III to other agency and until the appointment of her replacement.

As such, you are authorized to sign the following documents:

- a. Cash Disbursement Register
- b. Disbursement Voucher
- c. Purchase Order
- d. Liquidation Report
- e. List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA)
- f. Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE)
- g. Certificate of Last Payment
- h. Provident Loan Application
- i. Order of Payment
- j. Remittance Listing for GSIS, PHIC and HDMF
- k. Division Clearance
- l. All other documents not enumerated above that require the signature of the Accountant III.

Attached is the job description of the Accountant III to guide you in the discharge of your functions.

All other memoranda inconsistent with this memorandum are hereby repealed or amended accordingly.

This memorandum shall take effect on October 7, 2024 and until rescinded.


For your compliance.

Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: OCT 07 2024 TIME: 1:20 PM
BY: _____

MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

		JOB DESCRIPTION		JD No. _____	Revision Code: _____
Department of Education					
Position Title	Accountant III	Salary Grade	19		
Parent/Supervisory Title		Governance Level	SDO		
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Accounting Unit - Finance Division		
Reports to	Schools Division Superintendent	Effectivity Date			
Positions Supervised	Admin. Assistant III & Admin. Assistant II				
JOB SUMMARY					
<ul style="list-style-type: none"> 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 Ensures that financial report will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules and regulations. To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school heads and implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports. 					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Bachelor's degree in Commerce/Business Administration major in Accounting				
Experience	2 years relevant experience				
Eligibility	RA 1080 (CPA)				
Trainings	8 hours of relevant training				
B. Preferred Qualifications					
Education					
Experience					
Eligibility					
Trainings					

KEY RESULT AREAS/	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ol style="list-style-type: none"> 1. Analyze and verify consolidated financial statements, supporting schedules and reports of the Division Office and Implementing Units (IU) by examining the accuracy, validity, and appropriateness of income, expenditure, and other transactions and checking the proper recording of such in the respective book of accounts so as to provide management with reliable and timely reports for making informed decisions and proper utilization of government funds for basic education 2. Reviews and monitors periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers and the related account schedules to check status and quality assure entries. Coordinate with RO and CO and other oversight/regulatory agencies on fund releases and other reportorial requirements to ensure compliance in financial recording and reporting 3. Prepares replies to Audit Observation Memorandum (AOM), requests and endorsements and other communications from other agencies
Financial Systems Maintenance	<ol style="list-style-type: none"> 1. Develops/ reviews and recommends for approval and issuance memos and guidelines related to the financial system implementation and maintenance to guide personnel utilizing the system. 2. Conduct periodic review of the financial systems implemented in the schools division, schools and learning centers by gathering feedback and checking adherence to procedures in order to recommend to DepED finance and other oversight agencies (COA, DBM, DOF, etc.) system improvements and enhancements for effective downloading as well as internal control and safeguarding of government funds 3. Develop and issue reference materials and handbooks to make easy the implementation of the system in the SDO.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Monitoring and Evaluation	<ol style="list-style-type: none"> 1. Monitor delivery of Funding Requirements of the SDO, schools and learning centers to ensure timely provision of financial resource to support the programs, projects and activities for basic education. 2. Monitor and evaluate the liquidation reports on downloaded or funds transferred to the accountable offices (schools and IUs) by checking and verifying the validity of the disbursements relative to the existing rules and regulations in order to properly account for utilization of government funds 3. Reviews the existence of accounts payable/unpaid obligations to facilitate processing of claims on government obligations to internal and external stakeholders 4. Reviews the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information
Technical Assistance	<ol style="list-style-type: none"> 1. Provides technical assistance to schools division office management, school heads, and accountable personnel by coaching and serving as resource speaker on accounting and other finance related training workshops to enable them to follow financial policies, guidelines, procedures towards proper utilization, safeguarding, and reporting of funds. 2. Provides technical assistance and supervises special disbursing officers and bookkeepers of schools to enable them to properly implement the financial systems. 3. Provides technical assistance to the SDS and ASDS with regular feedback and update re the budget allocation and status of expenditures of each division or unit in the SDO.
Accounting Services Performance	<ol style="list-style-type: none"> 1. Ensure timely submission of all financial reports to overseeing body 2. Prepare and manage the budget for accounting services resource requirements and submits this to be part of the Office of the SDS/Schools Division Budget. 3. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> 4. Submits accomplishment report of accounting services to inform SDO management of progress, issues, and challenges for corrective action 5. Conduct performance appraisal feedback and ratings on direct reports towards continues improvement of performance. 6. Prepares and implements a Professional Development Plan for accounting services personnel to ensure continuous learning and professional competence 7. 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 unit. 8. Conducts regular Meetings of the accounting services for regular updates and work coordination. 9. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems 10. Coordinate with other government agencies/overseeing bodies