



Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Supervising Administrative Officer	Salary Grade	22
Parenthetical Title	Administrative Officer IV	Governance Level	Regional Office
Bureau/Service /Division		Unit/Division	Finance Division
Reports to	Chief Administrative Officer	Effectivity Date	
Positions Supervised	Administrative Officer V (Finance), Administrative Assistant I		
JOB SUMMARY			
The position is responsible for assisting the Chief Administrative Officer in providing financial advice to the Regional Director and other regional personnel. The position is also responsible in the installation and implementation of financial systems to support regional plans.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's Degree		
Experience	3 years of relevant experience		
Eligibility	Career Service (Professional) Second Level Eligibility		
Trainings	16 hours of relevant training		
B. Preferred Qualifications/Recommended additional requirements			
Education	Bachelor's degree in Accounting		
Experience			
Eligibility	RA 1080 (CPA)		
Trainings			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Finance, Budget, Payroll Systems	<ul style="list-style-type: none"> Install and implement in the region the required financial systems (budgeting, accounting, payroll processing and reporting) for improved productivity, efficiency and timely completion of

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>government transactions</p> <ul style="list-style-type: none"> • Prepare and consolidate budget proposals including supporting justifications and explanations • Prepare/process the following: <ul style="list-style-type: none"> ↳ Fund estimates to support the Region’s plans and programs subject to set budgetary ceilings and assist in the execution and control of the approved budget of the Region; and ↳ Payrolls and salary checks/ ATMs of all public elementary and non-IUs secondary school teachers and non-teaching personnel, including remittances of authorized deductions and maintain records of the same, coordinate with other government agencies like GFI’s, BIR, etc... ↳ Financial transactions • Certify as to the availability of funds and/or allotments. • Maintain the books of accounts and registries. • Prepare, consolidate and submit financial statements and other accountability reports • Provide the Regional Director with the necessary advice, assistance, and services on budgetary, financial management matters; • Develop and establish procedures in monitoring and supervision of schools divisions financial resources • Formulate, in coordination with the RDC, the budget to support the regional educational plan which shall take into account the educational plans of the divisions
Technical Assistance to Field Operating Units	<ul style="list-style-type: none"> • In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services
Financial Monitoring and Evaluation	<ul style="list-style-type: none"> • Monitor and assess the schools divisions regarding: <ul style="list-style-type: none"> ↳ Resource mobilization and utilization; and ↳ Compliance with the existing rules and regulations