



SDS Copy

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Date (Petsa):

Document Tracking Number (Numero ng Pagsubaybay sa Dokumento):

ASDS	Chief, CID	Chief, SGOD
<b>OSDS</b>	<b>CID</b>	<b>SGOD</b>
Accounting	EPS	EPS
Admin Services	PSDS	DRRMS
Cashier	Others	Physical Facilities
Personnel		HNU
Records		HRD
Supply		M&E
Budget		P&R
Legal Services		Private Schools
ICT Services		SocMob
OSDS Secretariat		YFD
Procurement		Others
Others		
cc:		

**ACTION**

Appropriate Action ( <i>Kaukulang Gawain</i> )	Study/Comment ( <i>Pagsusuri/Puna</i> )
Call up/ Notify ( <i>Tawagan/Ipabatid</i> )	Urgent ( <i>Madalian/Agaran</i> )
Comply ( <i>Pagtalima</i> )	Verify ( <i>Beripikahin</i> )
Encode ( <i>I-encode/Ipasok sa talaan</i> )	Prepare ( <i>Ihanda</i> )
Gather/Consolidate Data ( <i>Tipunin/Isaayos ang Datos</i> )	Memorandum ( <i>Memorandum para sa Pagpapabatid</i> )
Inform/Disseminate ( <i>Ipabatid / Ipalaganap</i> )	Office Memo      Numbered Memo
Note/File ( <i>Itala at Ipasok sa Tala-arawan</i> )	Unnumbered Memo
Recommend ( <i>Rekomendasyon</i> )	Endorsement ( <i>Paglilipat</i> )
Review / Countersign ( <i>Suriin/Lagdaan</i> )	Answer to Correspondence ( <i>Tugon sa Sulat</i> )
Revise/Modify ( <i>Baguhin / Iwasto</i> )	Travel Order ( <i>Kautusang Paglalakbay</i> )
See me ( <i>Magpakita</i> )	Letter ( <i>Liham</i> )

Remarks:

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Thank you!

MARIA-MAGNOLIA F. BRIOSO, CESO VI  
OIC-Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



30 Apr 2026

REGIONAL MEMORANDUM  
 No. - 00620, s. 2026

ANNOUNCEMENT OF VACANCIES

To : Schools Division Superintendents  
 Division Chiefs and Section/Unit Heads of this Office  
 All DepEd ROV Employees  
 All Others Concerned

1. We are pleased to inform you that the following positions are now open for ranking to all interested and qualified applicants.

NO.	POSITION	PLACE OF ASSIGNMENT
1	Education Program Supervisor (Area of Specialization: <i>Values Education</i> )	Curriculum and Learning Management Division (CLMD)
2	Administrative Officer II	Finance Division-Budget Section
3	Administrative Officer II	Administrative Division-Procurement Unit
4	Administrative Assistant I	Human Resource Development Division
5	Administrative Aide VI	Administrative Division-payroll services

2. Application letters, together with the following supporting documents for ranking (*organized as listed below with tabbing*), must be submitted to the Administrative Division-Personnel Section through the Administrative Division-Records Section **on or before 5:00 PM on May 18, 2026:**

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- e. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;  
 For designation orders, a certification from the Human Resource Management Officer (HRMO) regarding the inclusive dates must be included.
- h. Photocopy of the latest appointment, if applicable;



*[Handwritten signature]*



Address: Regional Center Site, Rawis, Legazpi City, 4500  
 Telephone Nos.: 0969 516 9555  
 Email Address: region5@deped.gov.ph  
 Website: <https://region5.deped.gov.ph/>



- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. 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), using the attached form (*Annex C*), notarized by an authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, such as but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;

The components of Outstanding Accomplishments are as follows:

- a. Awards and Recognition;
  - b. Research and Innovation;
  - c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
  - d. Resource Speakership/Learning Facilitation; and
  - e. NEAP Accredited Learning Facilitator
- ii. Photocopy of Performance Rating obtained from the relevant work experience, if the performance rating in Item (2i) is not relevant to the position to be filled, if applicable.
3. Individuals who fail to submit the complete mandatory documents (items 2a to 2j) on the set deadline shall not be included in the pool of official applicants. However, the non-submission of additional documentary requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.
4. No additional documents shall be accepted after the deadline.
5. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicants' identities when posting the results.
6. The applicants shall assume full responsibility and accountability for the completeness, authenticity, and veracity of the submitted documents, as evidenced by the Omnibus Sworn Statement (item 2j), duly signed by the applicant. The Human Resource Management Officer (HRMO) shall check and verify the completeness, authenticity, and veracity of the submitted documents. Any false and fraudulent document submitted shall be grounds for disqualification.



7. Internal applicants occupying a position considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from submitting the documentary requirements listed in item no. 2.
8. This Office shall adopt an Open Ranking System, and documents will be evaluated using Enclosures Nos. 4 and 5 of DepEd Order No. 7, s. 2023, titled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*", copy enclosed.
9. Please find in separate sheets the details (Salary Grade/Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities)) of the above-cited positions, for your guidance. You can download a copy of this memorandum from our website at [depedregion5.net](http://depedregion5.net) and our Facebook page, DepEd Region V - Bicol.
10. The Department of Education Regional Office No. V considers applications from all interested and qualified applicants for employment without regard to age, sex, sexual orientation or gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristic protected by law. This Office likewise upholds the values of equality and diversity across all elements of its recruitment, selection, and placement processes, in accordance with the Equal Employment Opportunity Principle (EEOP).
11. The schedule of activities related to the pre-evaluation of documents, final evaluation of documents, interviews, and further assessments by the HRMPSB will be disseminated at a later date.
12. The widest dissemination of this Memorandum is earnestly desired.

  
**GILBERT A. SADSAD**  
Regional Director

References: DepEd Order No. 19, s. 2022  
DepEd Order No. 7, s. 2023  
Republic Act No. 7041  
CSC MC No. 8, s. 2025

To be indicated in the Perpetual Index  
under the following subjects:

EVALUATION                      HIRING                      QUALIFICATIONS

AD-PS/matb  
04/30/2026

<b>POSITION PROFILE</b>	
<b>Position:</b> Education Program Supervisor Area of Specialization: <i>Values Education</i>	<b>Salary Grade:</b> 22
<b>Monthly Salary:</b> Php 81,796.00	<b>Place of Assignment:</b> Curriculum and Learning Management Division (CLMD)
<b>Item No.:</b> OSEC-DECSB-EPSVR-390056-2010	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Master's Degree in Education <b>or</b> other relevant Master's Degree with specific area of specialization
<b>Experience</b>	2 years as Principal <b>or</b> 2 years as Head Teacher <b>or</b> 2 years as Master Teacher
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080 (Teacher)
<b>GENERAL OFFICE FUNCTIONS</b>	
The Curriculum and Learning Management Division (CLMD) manages and collaborates with the Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.	
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization, and enrichment-related programs and projects.</li> <li>To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision, and learning materials development and quality assurance.</li> <li>When part of the LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator</li> </ul>	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Management of Curriculum Implementation</b></p> <ul style="list-style-type: none"> <li>Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>Develop together with QAD, the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation (including vertical and horizontal integration) region-wide to gauge adherence to standards while implementing innovations.</li> <li>Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>Develop and submit Concept Papers, Project designs, and proposals for curriculum enhancement and innovation.</li> </ul> <p><b>Curriculum Development, Enrichment, and Localization</b></p> <ul style="list-style-type: none"> <li>Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use by the schools division.</li> <li>Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>Submit reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ul>	

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## **MAJOR TASKS (Duties and Responsibilities)**

### **Learning Delivery**

- Conduct evaluation and submit recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions.
- Recommend publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.

### **Learning Resource**

- Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.
- Lead or work as a team member to evaluate and/or quality assure general and local learning materials to uphold standards of quality learning materials.

### **Learning Outcomes Assessment**

- Gather the results of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.

### **Special Curricular Programs and Support Activities**

- Conduct monitoring of curricular support activities and submit evaluation reports for appropriate management action.
- Draft policy recommendations on curricular support activities for regional adoption.

### **Technical Assistance**

- Assess the situation and analyze the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions
- Coordinate with other functional divisions of the region to arrive at a technical assistance plan for the assigned Schools Division.
- Coach the schools division in implementing interventions related to curriculum management and instructional delivery.
- Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools division.
- Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for management's consideration.



<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Officer II	<b>Salary Grade:</b> 11
<b>Monthly Salary:</b> Php 31,705.00	<b>Place of Assignment:</b> Finance Division- Budget Section
<b>Item No.:</b> OSEC-DECSB-ADOF2-390008-2004	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Professional)/Second Level Eligibility
<b>GENERAL OFFICE FUNCTIONS</b>	
The Finance Division provides the Regional Office units and Schools Division Offices (SDOs) with accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.	
<b>JOB PURPOSE</b>	
Provides support to the budget and fiscal staff of the Region	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Budgeting System</b></p> <ul style="list-style-type: none"> <li>• Assist and gather data and information in installing and implementing in the region the a budgeting system for improved efficiency and timely completion of the annual budget of the agency.</li> <li>• Assist in the conduct of orientations and workshops on the budgeting system</li> <li>• Assist and gather data in the conduct review of the budgeting system for its continuous improvement.</li> </ul> <p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>• Assist in identifying and gathering the data needed in the preparation of budget proposals and other special budgets</li> <li>• Provide clerical support in the preparation of budget proposals</li> <li>• Act as Liaison Officer to DBM, NEDA, and other oversight bodies</li> <li>• Respond to budget queries by referring to appropriate documents (e.g., issuances, memos, notes, and justifications)</li> <li>• Review the completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations</li> </ul> <p><b>Budget Execution</b></p> <ul style="list-style-type: none"> <li>• Assist in the gathering of data needed in the preparation of cost efficiency computations</li> <li>• Prepare data needed to approve obligation requests</li> <li>• Gather data needed to evaluate and prepare status report on budget utilization</li> <li>• Prepare documents to approve fund transfer to other operating units</li> </ul> <p><b>Budget Accountability and Reports</b></p> <ul style="list-style-type: none"> <li>• Assist in the gathering of data needed in the preparation of budget accountability reports</li> </ul>	

<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Officer II	<b>Salary Grade:</b> 11
<b>Monthly Salary:</b> Php 31,705.00	<b>Place of Assignment:</b> Administrative Division-Procurement Unit
<b>Item No.:</b> OSEC-DECSB-ADOF2-390397-2021	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Professional)/Second Level Eligibility
<b>GENERAL OFFICE FUNCTIONS</b>	
The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services.	
<b>JOB PURPOSE</b>	
The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of a pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractor, consultant, and observer databases.	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Procurement Planning</b></p> <ul style="list-style-type: none"> <li>• Assist the Administrative Officer IV in the conduct of the quarterly end-user interface</li> <li>• Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP</li> <li>• Assist in planning, prioritizing, and coordinating tasks with the BAC Secretariat upon receipt of approved procurement requests from the end-user units</li> </ul> <p><b>Procurement Process Management</b></p> <ul style="list-style-type: none"> <li>• Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings</li> <li>• Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents</li> <li>• Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed, and annual procurement plan</li> <li>• Record minutes of Bids and Awards Committee meetings</li> <li>• Submit procurement documents for further review for presentation during the BAC meeting</li> <li>• Develop a supplier, contractor, consultant, and observer database for the central and regional offices.</li> <li>• Update database regularly</li> <li>• Assist in the conduct of CO-initiated procurement training activities for end-users in the regional offices</li> </ul> <p><b>Procurement Contracts Management</b></p> <ul style="list-style-type: none"> <li>• Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages, resulting in reducing, eliminating, or mitigating financial, legal, and procurement risks</li> <li>• Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts</li> </ul>	

**MAJOR TASKS (Duties and Responsibilities)**

- Assist in the coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office
- Provide administrative support in the implementation and administration of procurement contracts
- Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts
- Provide administrative support in monitoring compliance with the specified terms and conditions of the procurement contracts

**Procurement Monitoring and Evaluation**

- Gather data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to the PMR and APCPI
- Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment, and other reports of the BAC and its Secretariat, and report the same to the concerned offices
- Encode the latest prices gathered through market survey, and update prices on a regular basis

**Administrative & Records Management**

- Provide administrative support to the RO Inspectorate Team by checking and providing them copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO
- Coordinate with School Heads for the delivery of goods procured by the RO or CO
- Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants
- Coordinate and facilitate the actual conduct of meetings with end-users

**Secondary Duties**

- Perform other functions as may be assigned by the Head of Office



<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Assistant I	<b>Salary Grade:</b> 7
<b>Monthly Salary:</b> Php 20,914.00	<b>Place of Assignment:</b> Human Resource Development Division
<b>Item No.:</b> OSEC-DECSB-ADAS1-390024-2014	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), <b>OR</b> High school graduate with relevant vocational/trade course (prior to 2018), <b>OR</b> Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, <b>OR</b> Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility
<b>GENERAL OFFICE FUNCTIONS</b>	
The Human Resource Development Division (HRDD) supports the Regional Office (RO) and Schools Division Office (SDO) teaching, teaching-related, non-teaching personnel, and school leaders to become effective and efficient in the delivery of Basic Education Services by addressing their needs through the development and implementation of strategic Human Resource (HR) systems towards improved personal and professional competencies.	
<b>JOB PURPOSE</b>	
To assist the HRD management and staff, and provide administrative support in the effective and efficient operation of the Human Resource Development Division	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Plots/Schedules HRDD Activities</b></p> <ul style="list-style-type: none"> <li>Schedule/calendar HRD activities such as T&amp;D activities, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up, and confirming attendance to meetings for efficient coordination and utilization of personnel time.</li> </ul> <p><b>Record Keeping</b></p> <ul style="list-style-type: none"> <li>Receive, record, and route documents addressed to the HRDD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for the location and status of documents.</li> <li>Maintain a filing system that makes HRDD records and documents retrievable and accessible while ensuring the safety and security of files</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>Provide administrative support/logistics needs in the implementation of HRDD programs/projects/activities initiated by Human Resource Development Division through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment</li> <li>Facilitate supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, and liquidation reports of the Chief and other EPS by preparing the required documents/forms</li> <li>Prepare PowerPoint presentation drafted by the Chief, EPS, and other trainers/facilitators for use in any scheduled training/seminar-workshops</li> <li>Assist in the implementation of HR services and systems such as HRIS, HR planning: search, competency assessment, selection and placement, succession planning and career development/management, performance management, reward and recognition system, and exit and retirement program by recording and keeping accurate data, systematic records</li> </ul>	

**MAJOR TASKS (Duties and Responsibilities)****Secretariat/Frontline**

- Document proceedings and agreements of meetings as assigned by the Chief, distribute copies of the minutes to concerned parties as well as files a copy for future reference.
- Prepare or encode into electronic format Word documents and other presentation materials
- Provide assistance and administrative support to training and conferences as assigned.
- Coordinate the preparation of documents needed in the operations of HRD



<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Aide VI	<b>Salary Grade:</b> 6
<b>Monthly Salary:</b> Php 19,716.00	<b>Place of Assignment:</b> Administrative Division- Payroll Services
<b>Item No.:</b> OSEC-DECSB-ADA6-390019-2004	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) <b>OR</b> Completion of Grade 12/Senior High School (starting 2016)
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Sub-professional)/First Level Eligibility
<b>GENERAL OFFICE FUNCTIONS</b>	
The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services.	
<b>JOB PURPOSE</b>	
Draft payroll of RO and SDOs based on the previous month's pay and send to the SDO Personnel Office for validation and updating	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<b>SALARY COMPUTATION</b>	
<ul style="list-style-type: none"> <li>• Prepare draft payroll of RO and SDOs based on the previous month's pay and send them to the SDO Personnel Office for validation and updating.</li> <li>• Receive draft payroll from SDO and review the inputs of SDO to provide feedback on corrections needed based on the submitted information on leaves, premiums, contributions, and loan repayments</li> <li>• Prepare final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability.</li> <li>• Prepare payroll remittance advice</li> <li>• Prepare payslips on the final payroll pre-audited by Accounting and forward to the Cashier for distribution.</li> <li>• Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.</li> </ul>	