



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 GATE 2, KARANGALAN VILLAGE
 1900 CAINTA, RIZAL



19 January 2021

Regional Memorandum

ANNOUNCEMENT OF VACANCIES

To **Regional Office Officials and Employees**
Schools Division Superintendents
All Others Concerned

1. This is to announce vacancies in the Regional Office for positions listed below. All **qualified applicants** are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Positions	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Education Program Supervisor	OSEC-DECSB-EPSVR-270008-2015	22	P66,867.00	1	Regional Office IV-A CALABARZON
Administrative Assistant II	OSEC-DECSB-ADAS2-270294-2004	8	17,505.00	1	Regional Office IV-A CALABARZON

2. The Qualification Standards (QS) of said positions are as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)
Administrative Assistant II	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service SubProfessional/ First Level Eligibility



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3. Below are the duties and responsibilities of the abovementioned positions:

Position/Division	Duties and Responsibilities
Education Program Supervisor/Human Resource Development Division (HRDD)	<p>HR Strategic Plans and Policies</p> <ul style="list-style-type: none"> Assists the Chief in conceptualizing, developing and implementing HRD framework, strategic plan and policies and localizing mechanisms of HRD systems to guide region and schools division in managing and developing its human resources. Conduct needs assessment, research and benchmark studies as basis for regional policy recommendations towards improving the management and development of the region's human resource. <p>Search, Recruitment, Selection and Placement</p> <ul style="list-style-type: none"> Monitor the schools divisions in their implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource development, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job. Design process and tools to gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job) Design processes and seminars for orienting new employees to the organization, to the job and his/her duties and responsibilities, and to his salary and benefits Design processes and tools to monitor the conduct of orientation of new employees <p>Professional and Career Development</p> <ul style="list-style-type: none"> Provide inputs to the development and production of brochures, pamphlets,

peripherals, and advocacy materials for NEAP in the region to create awareness and in availing of its products and services.

- Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRD development plan and for designing interventions
- Define and update Competency Models for the various job groups in the region to ensure relevant development tracks.
- Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track.
- Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies.
- Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track.
- Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services.
- Coordinate, conduct, training programs according to its design and budget, and evaluate such programs periodically.
- Continuously search for scholarship opportunities for personnel in the region.

- Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization.
- Design professional and career development programs and prepare training packages that are needs-based, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools division human resource.
- Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data.
- Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions

Succession

- Operationalize the system for identifying candidate pools for critical positions in the region and schools divisions towards the preparation of a succession plan.
- Design and implement Leadership Development interventions for high-potential candidates for vacated leadership positions.
- Monitor the implementation of Retirement Programs for employees.

Performance Management

- Review the Performance Management System and Guidelines and Rewards and Recognition Programs to recommend mechanisms for localizing systems, policies and guidelines to adapt the systems to the situation in the region and

align to its development directions while ensuring consistency with the national policies and standards.

- Design and Conduct Performance Management System orientation and training of managers and staff to ensure proper implementation.
- Design information materials and conduct orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals.
- Assess Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization

Employees Welfare

- Develop and manage Employee Welfare Strategies
- Conduct studies to identify the needs of employee groups according to life and career stage, gender, work conditions, etc. as basis for employee welfare programs.
- Recommend enhancements to recognition and reward programs to maintain applicability and relevance.
- Recommend employee welfare adjustments based on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations
- Publish relevant issuances and other documents on personnel management (Personnel handbook of information)

Technical Assistance

- Work with a cross-functional

	<p>team of ES to identify the needs of an assigned cluster of schools division as basis for the region's provision of technical assistance.</p> <ul style="list-style-type: none"> • Work with the HRD functional division team to identify and provide HRD interventions to respond to HRD related concerns of the schools divisions in the region.
<p>Administrative Assistant II/Curriculum and Learning Management Division (CLMD)</p>	<p>LRMDS User Support</p> <ul style="list-style-type: none"> • Provide user support services through the Region LRMDS Helpdesk and effectively respond to routine emails and user/client calls and inquiries. <p>User Problems Solved</p> <ul style="list-style-type: none"> • Analyze user's problem as stated in verbal or written query and identify cause of problem. • Provide first-level troubleshooting assistance and escalate problems/issues beyond control to the proper LRMDS Group • Assess and escalate serious or unusual problems to the appropriate LRMDS Group for resolution • Install, configure and provide instructions on basics of using common office software tools and LRMDS support technologies <p>LRMDS Training and Updates</p> <ul style="list-style-type: none"> • Technical support during training • Communication on new developments and updates on the system to all users and clients <p>System Maintenance and Tracking</p> <ul style="list-style-type: none"> • Employ basic procedures for user account management and access • Prepare monthly report of user/client issues and complaints, status and resolution based on a daily log and analysis of trends, in order to track source of user difficulty as well as areas for systems enhancement for the action of the Systems Administrator.

	<ul style="list-style-type: none"> • Solicit user feedback and use information to improve the system • Perform basic and routine system maintenance such as backup, system start-up, etc. • Apply basic security measures for Internet, helpdesk and desktop operations to prevent hacking, virus and other security problems.
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4. Interested qualified applicants shall **submit documents with "ear tags"** following the arrangements below:


- a. Letter of intent addressed to the Regional Director
- b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- c. **Photocopy of the authenticated** CSC Certification of Eligibility/photocopy of the **PRC ID License (must be Certified True Copy by the PRC)**
- d. Performance Ratings (duly signed) – **3 consecutive years**
- e. Updated Service Record
- f. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status
- g. Outstanding Accomplishments (if any)
 - 1) Outstanding Employee Award/s
 - 2) Innovations
 - 3) Research and Development Projects
 - 4) Publication/Authorship
 - 5) Consultant/Resource Speaker in Trainings/Seminar
- h. **Photocopy of the duly authenticated** Transcript of Records (TOR) by the CHED , Diploma/Duly authenticated Certification on CAR by the School Registrar or School Authorized Official
- i. Certificate of Training/s Attended (must be relevant to the position being applied and not credited during the last promotion)
- j. Latest approved appointment (if any)

5. **Applicants must ensure that their documents are complete, and accurate.**

6. **Application documents shall be accepted until February 4, 2021. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.**

7. The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.

8. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).
9. Applicants may refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.
10. Wide and immediate dissemination of this Memorandum is desired.


WILFREDO E. CABRAL
Regional Director


8-21-21