



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



1 March 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-270011-2010	22	P68,415.00	1	Regional Office IV-A CALABARZON
Statistician I	OSEC-DECSB-STAT1-240001-1998	11	P23,877.00	1	Regional Office IV-A CALABARZON
Administrative Aide VI	OSEC-DECSB-ADA6-270013-2015	6	P16,200.00	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  <b>Area of Specialization/s:</b> Filipino/Mother Tongue-Based/Kinder/ELLN/SPED	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)

**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**



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 Document Inquiry : <https://r4a-teadoc.com/inquire>  
 Facebook: DepEd R-4A Calabarzon

Statistician I	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Administrative Aide VI	Completion of two years studies in college	None required	None required	Career Service (SubProfessional)/First Level Eligibility

3. Preferably, applicants for the following positions must have the competencies, as follows:

**Statistician I**

- Computer literate (Analytics, Graphic design, Email communication, Data visualization)
- Knowledgeable on statistical software for research
- Excellent in Microsoft Office and Google's Office Suite (Spreadsheets, Forms, Docs, etc.)

**Administrative Aide VI**

- Computer literate (Microsoft Office application, Email communication, and other ICT-related applications and tools)

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

Position/Division	Duties and Responsibilities
<p><b>Education Program Supervisor/Curriculum and Learning Management Division (CLMD)</b></p> <p><b>Area of Specialization/s: Filipino/Mother Based/Kinder/ELLN/SPED Tongue-</b></p>	<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</li> </ul>

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 result 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 outcome based on findings from studies and reports.

#### **Special Curriculum Programs and Support Activities**

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

#### **Technical Assistance**

- Assess the situation and analyzes 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 assigned Schools Division.
- Coach the schools division implementing interventions related to curriculum management and instructional delivery.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division.
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

Curriculum implementation and submit policy recommendations towards process improvement.

- Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
- Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.

#### **Curriculum Development, Enrichment, and Localization**

- Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.
- Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
- Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
- Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.

#### **Learning Delivery**

- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional Strategies innovated by Schools Divisions
- Recommends 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 variety of learning resource to support the basic


<p><b>Statistician I</b></p>	<p><b>Education Data Management System</b></p> <ul style="list-style-type: none"> <li>• Encode into the data base system reliable and updated basic education data to generate reliable and updated reports.</li> <li>• Maintain a functional basic education information system by regular data clean up and system maintenance to make data available at all times.</li> <li>• Analyze user request for data and process education data in different formats (tabular, graphical, etc.) to respond to user requirement.</li> </ul> <p><b>Specific to the EBEIS</b></p> <ul style="list-style-type: none"> <li>• Generate EBEIS-QC, EBEIS-PI, EBEIS-SSM</li> <li>• Compile Form 3 by School Division for validation purposes</li> <li>• Consolidate June enrolment data per week for media updates and Weekly Reports on Enrolment to DepEd CO</li> <li>• Organize data from BEIS and reports for data needed by the stakeholders/Researchers</li> <li>• Update Records of NAT Results for planning</li> <li>• Organize data of the BEIS-PI to determine the education outcomes</li> <li>• Validate EBEIS Data for the Situational Analysis including Educational Resources</li> <li>• Organize EBEIS data for Report Cards to the Congressmen, City Mayors, and Governors</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Analyze data requirement according to the objective of the research study and processed data in required format to be easily understood</li> </ul>
<p><b>Administrative Aide VI/Administrative Division</b></p>	<p><b>Salary and Benefits</b></p> <ul style="list-style-type: none"> <li>• To encode/integrate newly hired employees in the payroll database</li> <li>• To verify and update in the payroll database the submitted documents of employees for promotion/reclassification, step</li> </ul>

	<p>increment, deletion and deduction of insurances, etc.</p> <ul style="list-style-type: none"> <li>• To prepare Certification of Last Payment (CLP) of employee who separate from the service due to retirement, resignation and death.</li> <li>• To prepare Certification of Last Payment (CLP) due to transfer</li> <li>• To compute salary overpayment/underpayment of employees who separate from the service due to retirement, resignation and death.</li> <li>• To compute and deduct Proportional Vacation Pay (PVP)</li> <li>• To prepare payroll remittance advice.</li> <li>• To check and verify the authenticity of loan documents as against the soft copies (in CDs) submitted by the PLIs for uploading in the payroll system.</li> <li>• To download GSIS EBF in the payroll system.</li> <li>• To prepare payslips on the final payroll pre-audited by the Accounting Section.</li> <li>• To prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.</li> </ul>
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5. 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](http://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)
6. **Applicants must ensure that their documents are complete, and accurate.**
7. **Application documents shall be accepted until March 15, 2021. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.**
8. The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.
9. 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).
10. 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.
11. Wide and immediate dissemination of this Memorandum is desired.

  
**WILFREDO E. CABRAL**  
Regional Director