



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



13 April 2021

Regional Memorandum

ANNOUNCEMENT OF VACANCY

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

1. This is to announce vacancy in the Regional Office for position 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.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Computer Programmer II	OSEC-DECSB-COMPRO2-270011-2015	15	P33,575.00	1	Regional Office IV-A CALABARZON

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

Position	Education	Training	Experience	Eligibility
Computer Programmer II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/Second Level Eligibility

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

Position/Division	Duties and Responsibilities
Computer Programmer II/Information & Communication Technology Unit-Office of the Regional Director (ICTU-ORD)	ICT Programs and Project Implementation <ul style="list-style-type: none">Provide support in the implementation of the CO and RO ICT programs Solutions Design and Development

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- Analyze solutions design and program specifications to determine appropriate programming approach/strategy through design consultations with Systems Analyst and Systems architect.
- Code and test programs in accordance with programming standards and test criteria to ensure that system components are working according to design specifications.
- Participate in systems and integration testing to ensure that all components work as one system and design specifications are satisfactorily met.
- Assist in system deployment and implementation. to operationalize the system by providing technical support.
- Assist in capacity building by providing technical support in the development and conduct of training programs and appropriate courseware in accordance with the training plan.

Systems Administration

- Administer the day-to-day operation of ICT systems installed (inclusive of application systems, database management systems, server systems and network and communication system) through an efficient, effective and automated monitoring system to ensure high availability, reliability and security and adhering to service level standards.
- Fine tune and adjust programs to respond to emerging requirements, findings and recommendations from the periodic system review and evaluation to ensure system relevance, efficiency and effectiveness.
- Coordinate in the M&E of the software deployment by verifying if the system design meets performance criteria.

	<ul style="list-style-type: none"> • Develop and maintain documentation of programs in accordance with standards to ensure maintainability of program codes. <p>ICT Programs and Projects Monitoring and Evaluation (M&E)</p> <ul style="list-style-type: none"> • Assist in the development of systems and tools to monitor ICT in the region. • Gather data and provide inputs to reporting the progress of systems utilization, ICT plans, programs and project implementation to generate feedback and maintain management support through participation in the implementation of an M&E system within the regional office and schools division. <p>ICT Technical Assistance</p> <ul style="list-style-type: none"> • Provide support in capacitating division, schools and learning centers to operate ICT systems. • Gather data to identify ICT needs of the region and schools division and help them prioritize their needs. • Assist in the development and identification of ICT solutions to identified priority needs of the regions and schools division. • Assist in providing the division, schools and learning centers with updates on breakthrough ICT technology in educational delivery and governance towards increased learning possible adoption.
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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 (CAV), 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 for 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 April 26, 2021. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.**
 7. 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 on-line assessment/open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).
 8. 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.
 9. Wide and immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS

Regional Director