



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



11 August 2021

Regional Memorandum

ANNOUNCEMENT OF VACANCIES

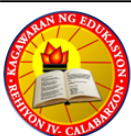
To **Regional Office Officials and Employees**
Schools Division Superintendents
All Others Concerned

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.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Education Program Supervisor	OSEC-DECSB-EPVSR-270012-2010; OSEC-DECSB-EPVSR-270005-2010	22	P68,415.00	2	Regional Office IV-A CALABARZON
Accountant I	OSEC-DECSB-A1-270006-2015	12	P26,052.00	1	Regional Office IV-A CALABARZON
Administrative Assistant I	OSEC-DECSB-ADAS1-270010-2015	7	P17,179.00	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 (EPS)	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; 2 years as Head Teacher; 2 years as Master Teacher	RA 1080 (Teacher)



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

Accountant I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Administrative Assistant I	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Education Program Supervisor (EPS) – Curriculum and Learning Management Division (CLMD)	<p>Management of Curriculum Implementation</p> <ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum • 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. • Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan 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 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.

	<p>Learning Outcomes Assessment</p> <ul style="list-style-type: none"> • Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisor 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. <p>Special Curricular Programs and Support Activities</p> <ul style="list-style-type: none"> • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption. <p>Technical Assistance</p> <ul style="list-style-type: none"> • 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 in 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.
<p>Accountant I – Finance Division (Accounting Section)</p>	<p>Financial Records and Reports</p> <ul style="list-style-type: none"> • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.

	<ul style="list-style-type: none"> • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Review the financial statements and related schedules.
<p>Administrative Assistant I -Office of the Regional Director – (Public Assistance Unit)</p>	<p>Plots/Schedules PAU's Activities</p> <ul style="list-style-type: none"> • Schedules/Calendars events or activities of the Public Affairs Unit such as presscons, meetings, seminars, training-workshop. <p>Records Management</p> <ul style="list-style-type: none"> • Receives, records and routes documents addressed to PAU by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Provide general administrative, office, and clerical support for the Public Affairs Department including word processing, copying, scanning, mail handling, check requests, and computer help desk functions. <p>Administrative Support</p> <ul style="list-style-type: none"> • Prepares or encodes into electronic format work

	<p>documents and other presentation materials.</p> <ul style="list-style-type: none"> • Provides assistance and administrative support to press conferences, training, seminars and meetings as assigned. • Coordinates preparation of documents needed in the operations of the Unit. • Ensure security of office equipment and availability of office supplies. • Perform event planning and meeting support for internal and external activities, including all aspects of meeting logistics such as invitations, materials production, venue planning, travel vendor relations, food and refreshment, and staff support for event. • Perform other functions that maybe assigned from time to time by the Unit Head.
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4. Interested qualified applicants may **submit the duly authenticated documents with “ear tags”** via courier addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, Rizal or email the scanned copy of documents to personnel.calabarzon@deped.gov.ph, arranged as follows:

- a. Letter of intent addressed to the Regional Director
- b. Notarized Omnibus Certification of Authenticity and Veracity of Documents submitted
- c. 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
- d. Photocopy of authenticated CSC Certification of Eligibility/Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)
- e. Performance Ratings (duly signed) – 3 consecutive years
- f. Updated Service Record signed by authorized official
- g. 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
 - 1) Outstanding Accomplishments (if any)
 - 2) Outstanding Employee Award/s
 - 3) Innovations
 - 4) Research and Development Projects
 - 5) Publication/Authorship
 - 6) 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 August 23, 2021. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.** Applicants are advised to use google account as email address.
 7. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the shortlist, and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, and assessment and 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
digitally signed 8.13.21 