



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



18 March 2022

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-EPSVR-270015-2010	22	P69,963.00	1	Regional Office IV-A CALABARZON
Administrative Officer V (Supply Officer III)	OSEC-DECSB-ADOF5-270225-2004	18	P45,203.00	1	Regional Office IV-A CALABARZON
Administrative Officer IV (Procurement)	OSEC-DECSB-ADOF4-270001-2021	15	P35,097.00	1	Regional Office IV-A CALABARZON
Administrative Officer II (Procurement)	OSEC-DECSB-ADOF2-270491-2021	11	P25,439.00	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	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

	specialization – Major in Science		(with wide experience in teaching Science)	
Administrative Officer V (Supply Officer III)	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
Administrative Officer IV	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Education Program Supervisor /Curriculum and Learning Management Division (CLMD)	Management of Curriculum Implementation <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.

Learning Outcomes Assessment

	<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>Administrative Officer V (Supply Officer III)/Administrative Division</p>	<p>Policies and Guidelines</p> <ul style="list-style-type: none"> • Draft and submit for approval regional memos and letters related to Asset Management policies and guidelines and disseminate such when approved. • Conduct periodic field monitoring and evaluation on the implementation of asset

	<p>management (supply and property management) policies and guidelines in order to submit recommendations for enhancement and improvements.</p> <ul style="list-style-type: none"> • Design/Localize forms and tools utilized for asset management to make it useful for the needs of the regional users. <p>Procurement and Acquisition</p> <ul style="list-style-type: none"> • Sign purchase requests upon verification from pertinent documents (e.g. procurement plan, etc.) and issues vouchers covering property to be purchased • Monitor stock issuances and demands to ensure availability of critical items • Make recommendations in determining the kind and quality of supplies, materials and equipment to be purchased based on feedback from users, to get the best available product. <p>Custodianship</p> <ul style="list-style-type: none"> • Validates deliveries based on contract and Purchase Order (PO). • Maintains custodianship of all records of property and assets of the regional office for operational and legal use. • Conduct periodic inventory report of property and assets to assess their status and make recommendations as to actions needed by management. • Recommend and procure insurance for valuable properties and assets of the company. • Prepare and submit claims to insurance companies on damaged properties as necessary to recoup loss or make replacement. • Keeps record of bondable and accountable employees and officials as basis for issuing
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clearance upon separation or retirement from the agency.

Asset Disposal

- Reviews disposal request based on recommendation.
- Endorses approval of disposal request.

Inventory Reports

- Leads and manage the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action.
- Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management.
- Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to management for actions and decisions.
- Monitors/Obtains report of centrally procured textbook/management/equipment delivered in the division/school, integrates and analyzes report and submits recommendation to management based on findings.

Technical Assistance

- Conducts Property and Supply Management (PSM) training to Schools Division Supply Officers and Property Custodian.
- Monitors SDO reports on PPE/Inventory and Textbook Inventory and provides technical assistance when needed.

Performance Management

	<ul style="list-style-type: none"> • Regularly monitors and evaluates employee performance • Provides coaching and guidance to the subordinates in the performance against set targets and KPIs. • Prepare and manage the work plan and budget for Asset Management Section and submit this to be part of the RO Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Asset Management services goals and targets. • Integrate and submit accomplishment report of Asset Management Services to inform RO management of progress, issues, and challenges for corrective action. • Conduct performance appraisal feedback and ratings on direct reports towards continuous improvement of performance. • Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section. • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.
Administrative Officer IV (Procurement)/Administrative Division	Procurement Planning <ul style="list-style-type: none"> • Assist the end-user units in the preparation of their procurement documents • Conduct quarterly end-user interface • Review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP),

for recommendation of the BAC and approval of the HoPE

- Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units

Procurement Process Management

- Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system
- Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures
- Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned
- Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices

Procurement Contracts Management

- Administer 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
- Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts
- Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office
- Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts

Procurement Monitoring and Evaluation

- Assist in the preparation of Inspection Order to be issued by the

	<p>Regional Director (RD) or the Head of the Administrative Section, as may be authorized by the RD, by providing the particulars of the project and items for inspection</p> <ul style="list-style-type: none"> • Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepEd procurement issuances, and BAC Secretariat office procedures • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements) • Monitor and evaluate the actual conduct of procurement activities against required timeline, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants <p>Secondary Duties</p> <ul style="list-style-type: none"> • Perform other functions as may be assigned by the Head of Office
<p>Administrative Officer (Procurement)/Administrative Division</p>	<p>II Procurement Planning</p> <ul style="list-style-type: none"> • Assist the Administrative Officer IV in the conduct of quarterly end-user interface • Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP • Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt of approved procurement requests from the end-user units <p>Procurement Process Management</p> <ul style="list-style-type: none"> • Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings • Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding

	<p>and other procurement-related documents</p> <ul style="list-style-type: none"> • Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan • Record minutes of Bids and Awards Committee meetings • Submit procurement documents for further review for presentation during the BAC meeting • Develops a supplier, contractor and consultant, and observer database for the central and regional offices • Updates database regularly • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices <p>Procurement Contracts Management</p> <ul style="list-style-type: none"> • 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 procurements risks • Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • 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 specified terms and conditions of the procurement contracts <p>Procurement Monitoring and Evaluation</p>
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	<ul style="list-style-type: none"> • 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 concerned offices • Encodes latest prices gathers through market survey, and updates prices on a regular basis <p>Administrative & Records Management</p> <ul style="list-style-type: none"> • 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 • Coordinates and facilitates actual conduct of meetings with end-users <p>Secondary Duties</p> <ul style="list-style-type: none"> • Perform other functions as may be assigned by the Head of Office
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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 (with 25 pages or less) 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 April 8, 2022. 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