



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

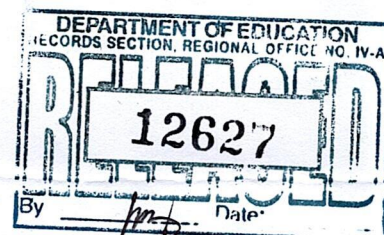


30 March 2022

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 Positio n/s	Place of Assignment
Chief Education Supervisor	OSEC- DECSB-CES- 270037-2022	24	P88,410.00	1	DepEd Region IV-A Schools Division Office of San Pedro City, Luna St., Brgy. Poblacion, San Pedro City, Laguna

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

Position	Education	Training	Experience	Eligibility
Chief Education Supervisor	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

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

Position/Division	KRAs/Duties and Responsibilities
Chief Education Supervisor /School Governance and Operations Division – Office of the Division Chief	<p>Policies and Programs</p> <ul style="list-style-type: none"> • Submit to the Schools division management, policy recommendations to improve the governance and operation of school and learning centers. • Recommend plans and strategies towards efficient and effective governance and operations of schools and learning centers. • Review and recommend for approval Concept Papers, Program and Project Proposals to respond to needs related to special programs, governance and operation by Schools and Learning Centers. • Recommend to management, Schools Division initiated programs related to providing education support to schools and learning centers to respond to immediate needs of schools and learning centers. • Present to management, status and progress reports of Schools Division initiated programs for management support and action. <p>Partners and Donors</p> <ul style="list-style-type: none"> • Review and evaluate partnership proposals to strengthen education support services and recommend to the SDS, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners. • Review and recommend to the SDS localized policies/standards for engaging educational partners that will protect DepEd interest and values. • Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support. <p>School Compliance to Quality Standards (Public and Private)</p> <ul style="list-style-type: none"> • Reviews documents submitted by schools requesting to operate to check for completeness before

endorsement of SDS to the regional office.

Research and Development

- Review research requirements arising from issues and challenges, M&E reports, etc. and recommend to the division management, the strategic directions for the conduct of Action Research in the Division.
- Submit recommendations for policy issuances to support school governance based on results of Action Research

Technical Assistance

- Ensure the provision of technical assistance to the schools by responding to the identified needs of the schools and learning centers in relation to governance and operations.

Unit Performance

- Prepare and manage the budget for Governance & Operations' resource requirements and submits this to be part of the Schools Division Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Governance & Operations Division to inform SDO management of progress, issues, and challenges for corrective action.
- Submits M & E Report/ Results of SDO Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of Gov & Opts to schedule expense requirements.
- Conduct Performance Appraisal Feedback and;
- Ratings on direct reports towards continues improvement of performance.
- Prepares and implements a Professional Development Plan for Governance & Operations personnel.
- Attend management and coordination meeting and conduct

	<p>staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</p> <ul style="list-style-type: none"> • Conducts regular Meetings of the Governance and Operations Division for regular updates and work coordination. • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.
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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 18, 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

