



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



August 16, 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 Position /s | Place of Assignment |
|--------------------------|-------------------------------------|-----------------|--------------------------------|--------------------------|---|
| Special Investigator III | OSEC- DECSB-SPI3- 270012-2015 | 18 | P45,203.00 | 1 | DepEd Regional Office IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal |

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

| Position | Education | Training | Experience | Eligibility |
|--------------------------|---|------------------------------------|--------------------------------------|--|
| Special Investigator III | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional)/ Second Level Eligibility |



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@depd.gov.ph
Website: depedcalabarzon.ph

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

| Position/Division | KRAs/Duties and Responsibilities |
|--------------------------|---|
| Special Investigator III | <p>Impartial, Evidence-Based, and Speedy Investigation (includes matters involving private schools)</p> <ul style="list-style-type: none"> -Conduct the preliminary/fact-finding investigation -Analyze and gather information on issues/concerns involving private schools <p>Provide Effective and Efficient In-House General Legal Services</p> <ul style="list-style-type: none"> -Provide additional input information, when needed, for the proper formulation of legal opinion, advice, interpretation etc. -Assist, when needed, the Attorney IV in reviewing or studying contracts/agreements/MOA -Perform other functions which the Regional Director or Attorney IV may assign <p>Regular Monitoring and Timely Submission of Report on Matters which are Required by Law</p> <ul style="list-style-type: none"> -Monitor status of admin cases under Formal Investigation in the Schools Division Office -Conduct ocular inspection in on-school sites to validate issues and concerns. (for SDOs without Legal Unit) |

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 (for Career Service Professional)/Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)**
 - e. Detailed IPCRF/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
 - h. Outstanding Accomplishments (Meritorious 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
 - i. 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
 - j. Certificate of Training/s attended (must be relevant to the position being applied for, and not credited during the last promotion)
 - k. Latest approved appointment (if any)
5. Applicants must ensure that their documents are complete, and accurate.
6. **Application documents shall be accepted until August 31, 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.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-In-Charge, Office of the Regional Director

