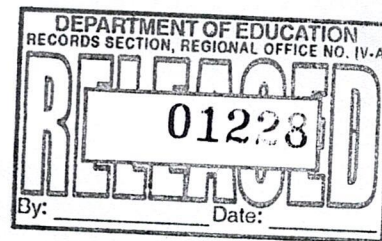




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



20 January 2023

Regional Memorandum

No.46 s.2023

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 588)	No. of Position/s	Place of Assignment
Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-270224-2004	11	P27,000.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Nutritionist-Dietitian II	OSEC-DECSB-ND2-270031-2017	15	P36,619.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
Administrative Officer II (Administrative Officer I)	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Nutritionist-Dietitian II	Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nutritionist-Dietitian)



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



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

Position/Division	KRAs/Duties and Responsibilities
Administrative Officer II (Administrative Officer I)/Policy, Planning and Research Division	<p>Planning Frame, System and Plans</p> <ul style="list-style-type: none"> • Draft policies, guidelines and reports related to planning and budgeting based on national guidelines and adaptability to local situation and disseminate upon approval. • Prepare reports on the tracking of physical targets and accomplishments based on SARO (PPAs), NOSCA (ERF, Reclass, Conversion) to provide management with feedback on progress. • Perform validation and profiling of resource allocation (Teachers, Classroom, WatScan, Seats, Textbooks) to identify gaps in resources. <p>Specific tasks:</p> <ul style="list-style-type: none"> • Keep updated and complete record of the SARO on PAPs, NOSCA of newly created position items. • Consolidate Reports on the Progress of the PAPs Implementation and Fund Utilization from the PAPs Managers • Process documents related to filling up of newly created items • Keep track on the deployment of the position items and distribution of resources • Consolidate NOSCA on Reclassification, ERF and Conversion to MTs • Consolidate Reports gathered from the Regional EXECOM and other meetings for analysis, policy recommendation, and decision making • Validate and submit Reports on Profile and Assignment of Teachers and Teacher Items <p>Policies and Standards</p> <ul style="list-style-type: none"> • Prepare report on observations on policy implementation results as gathered from monitoring and evaluation reports, and identify

planning implications and policy adjustments or enforcement

Education Data Mgmt System

- Encode into the data base system reliable and updated basic education data to generate reliable and updated reports
- Maintain a functional basic education information system by regular data clean up and system maintenance to make data available at all times.
- Analyze user request for data and process education data in different formats (tabular, graphical, etc.) to respond to user requirement.

Specific to the EBEIS

- Generate EBEIS-QC, EBEIS-PI, EBEIS-SSM
- Compile Form 3 by Schools Division for validation purposes
- Consolidate June enrolment data per week for media updates and Weekly Reports on Enrolment to DepEd CO
- Organize data from BEIS and reports for data needed by the stakeholders/Researchers
- Update Records of NAT Results for planning
- Organize data of the BEIS-PI to determine the education outcomes
- Validate EBEIS Data for the Situational Analysis including Educational Resources
- Organize EBEIS data for Report Cards to the Congressmen, City Mayors, and Governors

Research

- Assess stakeholder's needs and interest and recommend dissemination strategies and formats of research findings appropriate to the stakeholder

Technical Assistance

- Assess the needs of schools divisions for technical assistance on administrative systems and procedure related to budget plans.
- Provide technical assistance to schools divisions in relation to budget plans.

**Nutritionist-Dietitian
II/Education Support Services
Division (ESSD)**

Health and Nutrition Education

- Provide information and explain the effects of good nutrition on overall health condition to all teaching and non-teaching personnel and learners
- Develop policies for food service or nutritional programs to assist in health promotion and disease control/prevention.
- Coordinate with CLMD in developing curriculum and preparing manuals, visual aids, course outlines, and other materials for health education.
- Coordinate with HRDD in planning, organizing and conducting training programs in dietetics and nutrition for school canteen personnel who plan, prepare and serve meals.
- Coordinate with the Medical Officer IV in conducting of meetings/orientations on health related programs and projects.

Health and Nutrition Services

- Assess nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provide nutritional counseling.
- Consult with the Medical Officer to determine nutritional needs and diet restrictions of patient or client.
- Counsel individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
- Advise RO and SDO concerned personnel on sanitation, safety procedures and health and nutrition programs.
- In coordination with SDO Nurses, monitor school canteen operations to ensure conformance to nutritional safety, sanitation and quality standards.

Research


- Conduct research on health and nutrition related knowledge such as the impacts of nutrients, the benefits of diets to body's functions, etc.

	<ul style="list-style-type: none"> • Plan, conduct, and evaluate dietary, nutritional, and epidemiological research. <p>Office Administration</p> <ul style="list-style-type: none"> • Develop specific goals and plans to prioritize, organize and accomplish tasks. • Perform day-to-day administrative tasks such as maintaining information files and processing of paper works.
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4. Interested qualified applicants is requested to **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 (**in 1 pdf.file**) of documents (**with 25 pages or less**) to hrmpsb.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), and additional sheet/s for Work Experience which can be downloaded at www.csc.gov.ph.
- d. Photocopy of **authenticated CSC Certification of Eligibility (for Career Service Professional or Sub-professional)/Photocopy of the updated PRC ID License Certified True Copy by the PRC**
- e. Detailed IPCRF (duly signed) – for 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), duly authenticated Certification on Completed Academic Requirements (CAR) by the School Registrar or School Authorized Official, and Diploma

- 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 February 10, 2023. 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 the schedule of assessment composed of written examination (On-the-Job test/Skills test), and interview (open ranking) with the Human Resource Merit Promotion and Selection Board (HRMPSB).
8. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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(Inclosure to Regional Memorandum dated January 20, 2023)

ASSESSMENT PLAN

Administrative Officer II (Administrative Officer I)

Plantilla Item No: OSEC-DECSB-ADOF2-270224-2004

Nutritionist-Dietitian II

Plantilla Item No: OSEC-DECSB-ND2-270031-2017

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication	HRMO	January 20, 2023 to February 10, 2023	n/a
Last day of receiving of application	Secretariat	February 10, 2023	n/a
Initial assessment/screening of applications	AO IV	February 13-17, 2023	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	February 20, 2023	1
Preliminary Meeting with the HRMPSB	HRMPSB/AO IV/Secretariat	February 21, 2023	1
HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	February 22-23, 2023	2
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	February 24 & 27, 2023	2
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	February 28-March 1, 2023	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	March 2-3, 2023	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	March 6-7, 2023	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	March 8, 2023	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	March 9-10, 2023	2
Email signed CAR to applicants for information and acknowledgment	AO IV	March 13-14, 2023	2
Prepare notification letter to the successful candidate for	AO IV	March 15-16, 2023	

the compliance/submission of requirements for appointment			2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 15-16, 2023	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	March 17 & 20, 2023	2