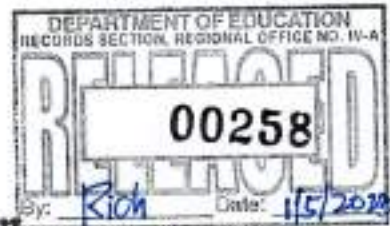




Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



3 January 2023

Regional Memorandum

No.4 s.2023

**CORRIGENDUM TO REGIONAL MEMORANDUM
 NO. 809, S. 2022 RE ANNOUNCEMENT
 OF VACANCIES**

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

1. In reference to Regional Memorandum No. 809, s. 2022 re Announcement of Vacancies, particularly to the Inclosure – Assessment Plan, is hereby corrected as to the number of working days for recruitment and selection processes from 43 days to 30 days, as follows:

ASSESSMENT PLAN

Administrative Officer IV (Budget Officer II)

Plantilla Item No: OSEC-DECSB-ADOF4-270288-2004

Administrative Aide IV (Clerk II)

Plantilla Item No: OSEC-DECSB-ADA4-270536-2004

Administrative Aide III (Clerk I)

Plantilla Item No: OSEC-DECSB-ADA3-270364-2004

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication	HRMO	December 14, 2022 to January 9, 2023	n/a
Last day of receiving of application	Secretariat	January 9, 2023	n/a
Initial assessment/screening of applications	AO IV	January 9-13, 2023	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	January 16, 2023	1



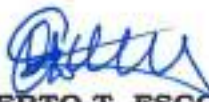
Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Preliminary Meeting with the HRMPSB	HRMPSB/AO IV/Secretariat	January 17, 2023	1
HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	January 18,19 & 20, 2023	3
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	January 23, 24, & 25, 2023	3
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	January 26-27, 2023	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	January 30, 31 to February 1, 2023	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	February 2, 3 & 6, 2023	3
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	February 7, 2023	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	February 8-9, 2023	2
Email signed CAR to applicants for information and acknowledgment	AO IV	February 10 & 13, 2023	2
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	February 14-16, 2023	3
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	February 14-16, 2023	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	February 17, 2023	1

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2. Other provisions in the previous Memorandum are still in effect.
3. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

cc.: ps/msbo

