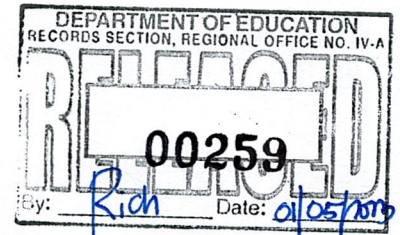




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



3 January 2023

Regional Memorandum

No.5 s.2023

**CORRIGENDUM TO REGIONAL MEMORANDUM
NO. 790, 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 45 days to 30 days, as follows:

ASSESSMENT PLAN

Administrative Officer V (Supply Officer III)

Plantilla Item No: OSEC-DECSB-ADOF5-270225-2004

Accountant III

Plantilla Item No: OSEC-DECSB-A3-270002-2006

Accountant I

Plantilla Item No: OSEC-DECSB-A1-270006-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication	HRMO	December 2-16, 2022	n/a
Last day of receiving of application	Secretariat	December 16, 2022	n/a
Initial assessment/screening of applications	AO IV	December 16, 2022 to January 5, 2023	12
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	January 6, 2023	1
Preliminary Meeting with the HRMPSB	HRMPSB/AO IV/ Secretariat	January 9, 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



HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	January 10-11, 2023	2
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	January 12, 2023	1
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	January 13&16, 2023	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	January 17-18, 2023	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	January 19-20, 2023	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	January 23, 2023	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	January 24-25, 2023	2
Email signed CAR to applicants for information and acknowledgment	AO IV	January 26, 2023	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	January 27&30, 2023	2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	January 27&30, 2023	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	January 31, 2023	1

30

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