Regional Memorandum  
No. 108 s. 2023  

**ADDENDUM TO REGIONAL MEMORANDUM NO. 96, s. 2023**  
**RE ANNOUNCEMENT OF VACANCIES**

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

1. In reference to Regional Memorandum No. 96, s. 2023 re Announcement of Vacancies, the preferred additional qualification requirements are hereby added for positions as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Functional Division Assignment</th>
<th>Preferred Additional Qualification Requirements</th>
</tr>
</thead>
</table>
| Education Program Supervisor | Quality Assurance Division (QAD) | ✓ With specialization in English  
✓ With background on Quality Management System  
✓ With relevant training on assessment, monitoring and evaluation |
| Project Development Officer IV | Education Support Services Division (ESSD) | ✓ Experience in Regional Risk Management and Quality Management Systems  
✓ Technical know-how of the project management information system  
✓ Experience in events management  
✓ Planning and Operationalization of education support services |
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

ROA/F1
February 21, 2023

CHERRYLOU D. REPIA  
Assistant Regional Director  
Chair, HRMPSB

Madam:

Relative to the hiring of Project Development Officer IV of the Education Support Services Division, the undersigned is requesting the inclusion of the preferred additional qualifications standards which are necessary and vital to ensure the effective and efficient delivery of education support services to wit:

a. Experience in Regional Risk Management and Quality Management Systems  
b. Technical know-how of the project management information system.  
c. Experience in events management  
d. Planning and Operationalization of education support services  
e. Wide experience in handling Regional Risk and Disaster Management  
f. Establish Linkages and stakeholders’ partnerships.  
g. Experience in the Establishment of School Safety Plan  
h. Involvement in the strategic planning of the program and projects of ESSD.

It is hoped that this will merit the kind approval of the request.

Very truly yours,

MICHAEL GIRARD R. ALBA  
Chief – Education Support Services Division
Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title</th>
<th>Plantilla Item No.</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Education Program Supervisor</td>
<td>OSEC-DECSB-EPSVR-270002-2010</td>
<td>22 71511</td>
<td>Master's Degree in Education or other relevant Master's Degree with specific area of specialization</td>
<td>8 hours of relevant training</td>
<td>2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher</td>
<td>RA 1080 (Teacher)</td>
<td>DepEd Regional Office IV-A CALABARZON, Cainta, Rizal</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Project Development Officer IV</td>
<td>OSEC-DECSB-PDO4-270011-2015</td>
<td>22 71511</td>
<td>Bachelor's Degree relevant to the job</td>
<td>16 hours of relevant training</td>
<td>3 years of relevant experience</td>
<td>Career Service (Professional or Second Level) Eligibility</td>
<td>DepEd Regional Office IV-A CALABARZON, Cainta, Rizal</td>
<td></td>
</tr>
</tbody>
</table>

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 24, 2023:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), and additional sheets for Work Experience which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Please refer to depedcalabarzon.ph website under issuances, for additional requirements and other details.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email the application to:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director
DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
hrmogb.calabarzon@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Education, Region IV-A CALABARZON adheres to the “Equal Employment Opportunity Principle (EEOP)”. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.