

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



Personnel-RM-2023-410

12 July 2023

Regional Memorandum
No. 410, 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 579)	No. of Position /s	Place of Assignment
Education Program Specialist II	OSEC- DECSB- EPS2- 240003-1998	16	P39,672.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC- DECSB- EPS2- 270002-2020				
Draftsman II	OSEC- DECSB- DFM2- 270008-2015	8	P19,744.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

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

Position	Education	Training	Experience	Eligibility
Education Program Specialist II	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher), or Career Service Professional/Second Level Eligibility
Draftsman II	Completion of 2 years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 11, s 1996, Cat. II), Career Service Subprofessional/First Level Eligibility

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


Position/Division	KRAs/Duties and Responsibilities
Education Program Specialist II/Policy, Planning and Research Division (PPRD)	<p>Planning Frame, Systems and Plans</p> <ul style="list-style-type: none"> • Assist in analyzing educational plans of the schools division to identify gaps/needs for crucial resources as inputs to budget preparation. • Gather, organize and analyze data on the implementation of the planning systems as basis for systems enhancements. • Draft research proposals based on identified research agenda for approval and conduct. • Draft proposed policies based on the results of research studies. • Prepare draft advocacy plan on policies formulated for implementation. • Gather data to monitor and evaluate policy implementation. • Assist schools division in implementing localized policies. <p>Policies and Standards</p> <ul style="list-style-type: none"> • Recommend research agenda for the regional based on findings of monitoring and evaluation and other reports conducted by the RO and SDO.

	<p>Research</p> <ul style="list-style-type: none"> • Gather and analyze data to identify problem areas for research by the Region. • Recommend research agenda for the approval of the Regional Director. • Coordinate with TELs and NGOs in the conduct of the research studies. • Recommend to management research findings to be disseminated through management meetings and newsletters to ensure awareness and utilization of research findings. • Provide technical assistance to schools divisions in the conduct of action researches. • Generate technical support from TELs and NGOs for access to research data, expertise to facilitate data gathering and research completion.
<p>Education Program Specialist II/Human Resource Development Division (HRDD)</p>	<p>Program Development and Delivery</p> <ul style="list-style-type: none"> • Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context • Coordinate with NEAP CO_Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors <p>Program Evaluation</p> <ul style="list-style-type: none"> • Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region • Conduct evaluation of PD interventions within the region <p>Liaison</p> <ul style="list-style-type: none"> • Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs) • Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO

	Secondary Duties <ul style="list-style-type: none"> • Perform other functions as assigned.
Draftsman II/Education Support Services Division (ESSD)	Drawings and Blueprints <ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work. Physical Facilities Cost Estimates <ul style="list-style-type: none"> • Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.

4. Interested qualified applicants are advised to hand-in or send via courier the **duly authenticated documents with “ear tags”** addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, or email the scanned copy to hrmpsb.calabarzon@deped.gov.ph, arranged as follows:
- a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
 - b. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at 222.csc.gov.ph;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - f. Photocopy of Certificate/s of Training attended;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, notarized by authorized official; and
 - k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

5. **Enclosures No. 4 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions, and No. 5 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order 7, s. 2023** shall be used in the evaluation of documents for said positions.
6. Applicants must ensure that their documents are complete, and accurate.
7. **Application documents shall be accepted until July 26, 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.**
8. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

(Inclosures to Regional Memorandum dated July 12, 2023)

ASSESSMENT PLAN

Education Program Specialist II

Plantilla Item No.: OSEC-DECSB-EPS2-240003-1998

Plantilla Item No.: OSEC-DECSB-EPS2-270002-2020

Draftsman II

Plantilla Item No.: OSEC-DECSB-DFM2-270008-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	July 12-26, 2023	n/a
Last day of receiving of application	Secretariat	July 26, 2023 (Wednesday)	n/a
Initial assessment/screening of applications	AO IV	July 27, 28 & 31, 2023 (Thurs, Fri, & Mon.)	3
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	August 1, 2023 (Tuesday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	August 2, 3 & 4, 2023 (Wed, Thurs & Fri)	3
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/ Secretariat	August 8, 9 & 10, 2023 (Tues, Wed, & Thurs)	3
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/ Secretariat	August 8, 9 & 10, 2023 (Tues, Wed, & Thurs)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	August 11, 2023 (Friday)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/ Secretariat	August 14-16, 2023 (Mon-Wed)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/ Secretariat	August 17-18, 2023 (Thurs-Fri)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	August 22, 2023 (Tues)	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	August 23-24, 2023 (Wed-Thurs)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	August 25, 2023 (Friday)	1

Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	August 29-30, 2023 (Tues-Wed)	2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	August 29-30, 2023 (Tues-Wed)	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	August 31, 2023 (Thursday)	1

Total

23

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit			
b. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act			
c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) 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 (must be certified true copy by the PRC)			
e. Detailed IPCRF (duly signed) – for 3 consecutive years, if applicable			
f. Updated Service Record signed by authorized official, if applicable			
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. Photocopy of last appointment, if applicable			
i. Photocopy of authenticated Transcript of Records including graduate/post-graduate and/or authenticated Certification on CAR by the School Registrar or School Authorized Official			
j. Copy of Certificates of Training attended (must be relevant to the position being applied for, and not credited during the last promotion)			
k. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONTENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.