

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



Personnel-RM-2024-128

23 February 2024

**Regional Memorandum**  
128, s. 2024

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION  
PROGRAM SUPERVISOR, EDUCATION PROGRAM  
SPECIALIST II, ACCOUNTANTS I  
AND DRAFTSMAN II POSITIONS**

**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 Supervisor	OSEC- DECSB- EPSVR- 270003-2010	22	P71,511.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Education Program Specialist II	OSEC- DECSB- EPS2- 270002-2020	16	P39,672.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Accountant I	OSEC- DECSB-A1- 270006-2015	12	P29,165.00	3	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC- DECSB-A1- 270005-2015				
	OSEC- DECSB-A1- 270004-2015				

Draftsman II	OSEC-DECSB-DFM2-270008-2015	8	P19,744.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
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2. The Qualification Standards (QS) of said positions are as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in education or other relevant degree Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)
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 of other relevant experience	RA 1080 (PBET/LET); Career Service (Professional); Appropriate Eligibility for Second Level Position
Accountant I	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
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
<b>Education Program Supervisor</b> Quality Assurance Division (QAD)	<b>QUALITY ASSURANCE STANDARDS AND POLICY FORMULATION &amp; ADOPTION</b> • Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as

inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS).

- Designs QA-M&E processes and tools to operationalize the QMS framework of the region.

- Coordinates the development of regional guidelines/standards/tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers).

- Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems.

- Facilitates group processes for the review of existing national standards for its localization as appropriate to the region

- Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes.

- Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.

#### **PROGRESS M&E**

- Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement.

- Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division.

- Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards.

- Prepares M & E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions.

- Monitors and assess implementation of national and regional programs and

	<p>projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/project goals and objectives.</p> <p><b>RESULTS M&amp;E</b></p> <ul style="list-style-type: none"> <li>• Prepares for the regional office management an annual report on the performance of the regional office.</li> </ul> <p>against education outcome indicators</p> <ul style="list-style-type: none"> <li>• Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes.</li> <li>• Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges.</li> <li>• Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards.</li> <li>• Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school.</li> <li>• Identify, gather data/ research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.</li> </ul> <p><b>COORDINATE WITH OTHER RO UNITS</b></p> <ul style="list-style-type: none"> <li>• Assists Chief of QAD in communicates M &amp; E results to concerned FDs/Units and schools division management teams.</li> <li>• Participates in designing and crafting REDP that will set the strategic directions for the region.</li> <li>• Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region.</li> </ul>
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	<p><b>TECHNICAL ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>• Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance.</li> <li>• Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region.</li> </ul> <p><b>UNIT PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>• Describes accurately the functions performed and submits promptly performance reports to Chief of QAD.</li> <li>• Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit.</li> <li>• Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit.</li> </ul>
<p><b>Education Program Specialist II</b> Human Resource Development Division-NEAP</p>	<p><b>PROGRAM DEVELOPMENT AND DELIVERY</b></p> <ul style="list-style-type: none"> <li>• Assist in the development delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context</li> <li>• 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.</li> </ul> <p><b>PROGRAM EVALUATION</b></p> <ul style="list-style-type: none"> <li>• Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region</li> <li>• Conduct evaluation of PD interventions within the region.</li> </ul> <p><b>LIAISON</b></p> <ul style="list-style-type: none"> <li>• Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs).</li> <li>• Coordinate with NEAP CO in managing NEAP online presence and public</li> </ul>



	<p>messaging, communication and public affairs of NEAP RO.</p> <p><b>SECONDARY DUTIES</b></p> <ul style="list-style-type: none"> <li>• Perform other functions as assigned.</li> </ul>
<p><b>Accountant I (3 positions)</b> Finance Division-Accounting Section</p>	<p><b>FINANCIAL RECORDS AND REPORTS</b></p> <ul style="list-style-type: none"> <li>• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>• Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> <li>• Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>• Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> <li>• Reviews the financial statements and related schedules. <ul style="list-style-type: none"> <li>➤ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>➤ Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>➤ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>➤ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> <li>➤ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>➤ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> </ul> </li> </ul>



<b>Draftsman II</b> Education Support Services Division (ESSD)	<b>DRAWINGS AND BLUEPRINTS</b> <ul style="list-style-type: none"> <li>• Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.</li> </ul> <b>PHYSICAL FACILITIES COST ESTIMATES</b> <ul style="list-style-type: none"> <li>• Prepare cost estimates of educational physical facilities to guide resource allocation and procurement.</li> <li>• Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.</li> </ul>
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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 [hmrpsb.calabarzon@deped.gov.ph](mailto:hmrpsb.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](http://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 March 12, 2024. 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 

  
OSC/ROA/P1



(Inclosures to Regional Memorandum dated February 23, 2024)

## **ASSESSMENT PLAN**

### Education Program Supervisor

Plantilla Item No.: OSEC-DECSB-EPSVR-270003-2010

### Education Program Specialist II

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

### Accountant I

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

Plantilla Item No.: OSEC-DECSB-A1-270005-2015

Plantilla Item No.: OSEC-DECSB-A1-270004-2015

### Draftsman II

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>INDICATIVE SCHEDULE</b>	<b>NO. OF WORKING DAYS</b>
Publication/Posting Period	HRMO	February 23 to March 12, 2024	n/a
Last day of receiving of application	Secretariat	March 12, 2024	n/a
Initial evaluation of application document	AO IV	March 13-15 & 18-22, 2024	8
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	March 25-27, 2024	3
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	April 1-5, 2024	5
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	April 8, 10-12, 2024	4
Conduct of the Written Examination/Skills/Work Sample Test	HRMPSB/AO IV/Secretariat		
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	April 15-16, 2024	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	April 17-19 & 22, 2024	4
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	April 23-24, 2024	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	April 25, 2024	1

Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	April 26&29, 2024	2
Email signed CAR to applicants for information and acknowledgment	AO IV	April 30, 2024	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	May 2-3, 2024	2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section		
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	May 4-5, 2024	2

Total

36

**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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
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.