

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

19 September 2024

Regional Memorandum

No. 659 s.2024

**ANNOUNCEMENT OF VACANCIES FOR DENTIST III
AND EDUCATION PROGRAM SPECIALIST 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 594)	No. of Position /s	Place of Assignment
Dentist III	OSEC-DECSB-DENT3-240001-1998	20	P60,157.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Education Program Specialist II	OSEC-DECSB-EPS2-270007-2015	16	P41,616.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
Dentist III	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Dentist)



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

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 (PBET/LET); Career Service (Professional); Appropriate Eligibility for Second Level Position
---------------------------------	--	------------------------------	---	--

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

Position/Division	KRAs/Duties and Responsibilities
Dentist III/Education Support Services Division (ESSD)	<p>Dental Programs and Services</p> <ul style="list-style-type: none"> • Provide dental health services to all regional office personnel. • Monitor submission of SDO report on "Dental Health Status" of learners as input in the development of dental health related programs and projects. • Plans and formulates strategies to improve dental health and well-being of regional office personnel as basis for program development • Prepares concept papers, program and project designs and proposals and submits draft to the Medical Officer for approval and funding. • Prepare work plans for the implementation of approved programs and projects engaging stakeholders in the process as needed to get their commitment and involvement. • In collaboration with SDO Dentists, draft advocacy programs and materials for publication and distribution to generate awareness and support for dental health programs of the Regional Office and the Schools Division Offices. • Make available dental services for learners in schools either through a dental clinic or in partnership with dental associations to conduct dental missions, or with the LGU. • Report results of monitoring and evaluation of implemented dental health programs with recommendations to the Medical Officer IV. • Conduct screening and provide dental services to all coaches and athletes before, during and after the conduct of National and

	<p>Regional Athletic Meets (e.g., Palarong Pambansa).</p> <p>Partnerships</p> <ul style="list-style-type: none"> • Prepare draft MOU, MOA and contracts to establish and maintain partnerships and agreements with government and non-government agencies and stakeholders to support and sustain dental health programs and services for learners. • Prepares and analyses reports for dissemination to local internal and external stakeholders to have a greater “buy in” among partners for the benefit of the learners. • In coordination with FTAD, provide technical assistance to the regional and schools division personnel on dental-related programs.
<p>Education Program Specialist II/Human Resource Development Division (HRDD)</p>	<p>HR Strategic Plans and Policies</p> <ul style="list-style-type: none"> • Assists the Education Program Supervisors in preparing a research agenda, conducting researches, benchmark studies, and needs assessment by gathering secondary and primary data to inform HRD plans and policies and HRD systems adjustments. <p>Search, Recruitment, Selection and Placement</p> <ul style="list-style-type: none"> • Support the Education Program Supervisors in monitoring the schools division in its implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job. • Gather data on newly placed personnel’s situation and performance in his/her new job to identify development needs (first 90 days on the job). • Research and provide inputs on processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits.

- Gather data and prepare reports on the conduct of orientation of new employees to provide inputs for improvement of orientation.

Professional and Career Development

- Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and availment of its products and services.
- Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRMD development plan and for designing interventions.
- Define and update Competency Models for the various job groups in the region to ensure relevant development tracks.
- Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track.
- Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies.
- Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track.
- Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services.
- Coordinate and conduct, training programs according to its design and budget, and evaluate such programs periodically.

- Continuously search for scholarship opportunities for personnel in the region.
- Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization.
- Design professional and career development programs and prepare training packages that are needs-based, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools divisions human resource.
- Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data.
- Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions.


Performance Management

- Gather data on the implementation of the Performance Management System and Guidelines and Rewards and Recognition Programs as inputs to monitoring report.
- Support EPS in the Conduct of Performance Management System orientation and training of managers and staff to ensure proper implementation.
- Prepare prototype information materials and assist in the conduct of orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals.
- Gather data on the Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing

	<p>effective and high performing individuals and organization.</p> <p>Employees Welfare</p> <ul style="list-style-type: none"> • Assist in the conduct of studies to identify the needs of employee groups according to life and career stage, gender, work conditions, health and safety requirements in the workplace, etc. • Provide data inputs towards enhancement of recognition and rewards programs to maintain applicability and relevance. • Keep updated on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations. • Provide inputs towards the publication of relevant issuances and other documents on personnel management (Personnel handbook of information). <p>Technical Assistance</p> <ul style="list-style-type: none"> • Assist in the collection of data to identify TA needs according to the strategies of the TA teams. • Assist in the identification of HRD interventions to respond to HRD needs of schools divisions.
--	--

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 www.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. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.
6. **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.
7. Applicants must ensure that their documents are complete, and accurate.
8. **Application documents shall be accepted until October 3, 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.**
9. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
10. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Me

b

Incls.: As stated

(Inclosures to Regional Memorandum dated September 19, 2024)

ASSESSMENT PLAN**Dentist III**

Plantilla Item No.: OSEC-DECSB-DENT3-240001-1998

Education Program Specialist II

Plantilla Item No.: OSEC-DECSB-EPS2-270007-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	September 19-October 3, 2024	n/a
Last day of receiving of application	Secretariat	October 3, 2024 (Thursday)	n/a
Initial assessment/screening of applications	AO IV	October 4-9, 2024 (Fri & Mon-Wed)	4
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	October 10, 2024 (Thursday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	October 11&14, 2024 (Fri & Mon)	4
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	October 15-17, 2024 (Tue-Thurs)	3
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat	October 15-17, 2024 (Tue-Thurs)	
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	October 18, 2024 (Friday)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	October 21-22, 2024 (Mon-Tue)	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	October 23-24, 2024 (Wed-Thu)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	October 25, 2024 (Fri)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	October 28-29, 2024 (Mon-Tue)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	October 30, 2024 (Thursday)	1
Prepare notification letter to the successful candidate for the compliance/submission	AO IV	October 31, 2024 (Thu)	1

Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	October 31, 2024 (Thu)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	November 4-5, 2024 (Mon-Tue)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	November 6, 2024 (Wednesday)	1
Total			25

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMD/ HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	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.