



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



Personnel-RM-2025-116

17 February 2025

Regional Memorandum

No.116 s.2025

**ANNOUNCEMENT OF VACANCY FOR PROJECT
DEVELOPMENT OFFICER II POSITION**

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

1. This is to announce vacancy in the Regional Office for position 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 597)	No. of Position /s	Place of Assignment
Project Development Officer II	OSEC-DECSB-PDO2-270001-2024	15	P40,208.00	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
Project Development Officer II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility



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

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

Position/Division	KRAs/Duties and Responsibilities
<p>Project Development Officer II/ Education Support Services Division</p>	<ul style="list-style-type: none"> • Assist the Legal Officer of the Regional Office in monitoring administrative cases involving violation of Learner Protection Policies such as, but not limited to, DO No. 40, s. 2012 or the “DepEd Child Protection Policy”, DO No. 55, s. 2013, or the “Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013”. <p>Technical Assistance</p> <ul style="list-style-type: none"> • Coordinate with, gather information and consolidate data from, the Schools Division Offices and Child Protection Committees in school relative to LRP reports/concerns; • Provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships; • Provide technical assistance to Schools Division Offices in developing programs and projects for LRP in their respective schools division. <p>Other Duties</p> <ul style="list-style-type: none"> • Perform other functions as may be assigned by the immediate supervisor.

4. Interested qualified applicants are required to register via <https://career.depedcalabarzon.ph> by selecting the position being applied for, and **upload the scanned documents in a compressed PDF file up to 100mb only**, 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 March 3, 2025. 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

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Incls.: As stated

(Inclosures to Regional Memorandum dated February 17, 2025)

ASSESSMENT PLAN**Project Development Officer II**

Plantilla Item No.: OSEC-DECSB- PDO2-270001-2024

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	February 17 to March 3, 2025	n/a
Last day of receiving of application	Secretariat	March 3, 2025	n/a
Initial assessment/screening of applications	AO IV	March 4-5, 2025 (Tue-Wed)	2
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	March 6, 2025 (Thu)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	March 7 & 10, 2025 (Fri & Mon)	2
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	March 11, 2025 (Tue)	1
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	March 11, 2025 (Tue)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	March 12, 2025 (Wed)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	March 13, 2025 (Thu)	1
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	March 14 & 17, 2025 (Fri & Mon)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	March 18, 2025 (Tue)	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	March 19-20, 2025 (Wed-Thu)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	March 21, 2025 (Fri)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 24, 2025 (Mon)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 25-26, 2025 (Tue-Wed)	2

Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	March 27, 2025 (Thu)	1
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Total

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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 HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</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.