

9 June 2025

Regional Memorandum
No. 424, s. 2025

**ANNOUNCEMENT OF VACANCIES FOR THE CHIEF
EDUCATION SUPERVISOR, EDUCATION PROGRAM
SUPERVISOR, ADMINISTRATIVE OFFICER IV
(BUDGET OFFICER II) AND ADMINISTRATIVE
AIDE VI (CLERK III) 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
Chief Education Supervisor	OSEC- DECSB-CES- 270009-2015	24	P98,185.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Education Program Supervisor	OSEC- DECSB- EPSVR- 270018-2010	22	P78,162.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Officer IV (Budget Officer II)	OSEC- DECSB- ADOF4- 270288-2004	15	P40, 208.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-270015-2015	6	P18,957.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC-DECSB-ADA6-270264-2004				

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

Position	Education	Training	Experience	Eligibility
Chief Education Supervisor	Master's degree in Education or other relevant Master's degree	24 hours of training in management and supervision	4 years of relevant experience involving management and supervision	PBET; RA 1080 (Teacher)
Education Program Supervisor	Master's degree in Education or other relevant Master's degree with specific area of specialization (Kinder or Early Childhood Education)	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)
Administrative Officer IV (Budget 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
Administrative Aide VI (Clerk III)	Completion of two years studies in college	None required (CSC MC No. 12, s. 2019)	None required (CSC MC No. 12, s. 2019)	Career Service (Sub-professional)/First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Chief Education Supervisor/Human Resource Development Division (HRDD)	HR Strategic Plan and Policies <ol style="list-style-type: none"> 1. Participate in designing the Educational Plan of the Region (REDP) and that of the Regional Office by providing inputs related to the human resource profile of DepEd employees in the region in order to set the policy frame, strategic directions, standards and guidelines on human resource development for both region and

regional office and to support the Regional Director in implementing the plans and programs.

2. Establish systems and mechanisms that will allow regular and efficient monitoring of the schools division in its implementation of policies, guidelines, standards and specification on human resource placement, development and welfare, towards establishing effective national and regional policies.
3. Ensure implementation of the Human Resource Information System (HRIS) to provide the region with accurate and updated information on the profile of its human resource.

Search, Recruitment, Selection And Placement

1. Establish systems and mechanisms that will allow regular and efficient monitoring of the schools division in its implementation of policies, guidelines, standards and specification on search, recruitment, selection and placement of human resource towards systems adjustment and establishing relevant, and effective national and localized policies to ensure hiring of the right person for the right job.

Professional And Career Development

1. Oversee the implementation of professional and career development systems and programs and provide the technical support to the Regional Director in ensuring an effective operation of NEAP in the region.
2. Forge partnerships with local Teacher Education Institutions (TEIs) by exploring with them areas of collaboration, preparing proposals for the approval of the Regional Director and executing memorandum of agreements/understanding (MOA/MOU) in order to increase the pool of resources of the NEAP in the region.

3. Establish systems and mechanisms towards the effective search for scholarship programs to ensure that employees from the region and schools divisions will avail of the scholarship programs aligned to their professional and career development plan and the organization's development directions.

Succession And Exit

1. Establish mechanisms and localize systems, policies and guidelines in preparing succession plans for critical positions in the region, creating candidate pools, and designing leadership development programs in order to adapt the systems to the situation in the region and align it to the region's development directions

Performance Management

1. Establish mechanisms and localize systems, policies and guidelines in the implementation of the performance Management System (PMS) and Rewards and Recognition Programs to adapt the systems to the situation in the region and align them to the development directions of the region while ensuring consistency with the national policies and standards.
2. Ensure the proper dissemination of the Performance Management System (PMS) and Rewards and Recognition programs through orientation and skills building of managers and employees to make implementation consistent with the national policies and standards.
3. Assess Regional and schools division implementation of the performance management system to recommend systems adjustments and continuous improvement towards developing an effective and high performing organization.

Employees Welfare

1. Establish mechanisms and localize systems, policies and guidelines in implementing

employee welfare as well as reward and recognition programs to adapt them to the needs and situation in the region.

Technical Assistance

1. Ensure the provision of technical assistance to the schools division by
 - a. leading a team that will take care of the needs of a cluster of schools divisions
 - b. responding to the identified need of all the schools divisions in relation to human resource development.

Regional Education Learning Center (RELC)

1. Sets policies and procedures for the utilization and operations of the Regional Education Learning Center (RELC) and implementing such, upon approval of the Regional Director, to ensure quality service, financial viability and sustainable operation.
2. Create a financial plan for the marketing of the RELC to optimize utilization and financial viability.

Unit Performance

1. Prepare and manage the budget for HRD's resource requirements and submits this to be part of the Regional Budget.
2. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
3. Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
4. Submits M&E Report/Results of HRDD Operations to inform management of progress.
5. Prepares and submits an Annual Procurement Plan of HRDD to schedule expense requirements.
6. Conduct Performance Appraisal feedback and ratings on direct

	<p>reports towards continuous improvement of performance.</p> <ol style="list-style-type: none"> 7. Prepares and implements a Professional Development Plan for HRDD personnel. 8. Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. 9. Conducts regular HRDD Meetings for regular updates and work coordination. 10. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.
<p>Education Program Supervisor/Curriculum and Learning Management Division (CLMD)</p>	<p>Management of Curriculum Implementation</p> <ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. • Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. • Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.

Curriculum Development, Enrichment, and Localization

- Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.
- Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
- Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
- Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region

Learning and Delivery

- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions.
- Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.

Learning Resource

- Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum
- Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.

Learning Outcomes Assessment

- Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

Special Curricular Programs and Support Activities

- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.

	<ul style="list-style-type: none"> • Drafts policy recommendations on curricular support activities for regional adoption. <p>Technical Assistance</p> <ul style="list-style-type: none"> • Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions • Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division. • Coach the schools division in implementing interventions related to curriculum management and instructional delivery. • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division • Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
<p>Administrative Officer IV (Budget Officer II)/Finance Division-Budget Section</p>	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist and provide technical inputs in installing and implementing in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency. • Assist and provide technical inputs in the conduct of orientations and workshops on the budgeting system • Provide technical inputs in the drafting of memos and issuances related to the budgeting system and process for the signature of the RD (e.g. call for budget, budget guidelines etc.) • Assist in coordinating with various units/projects for effective and uniform budgetary controls system and implement agreements. • Assist and provide technical inputs in conducting periodic review of the budgeting system and recommended improvements <p>Budget Preparation</p> <ul style="list-style-type: none"> • Perform initial review of budget proposal submissions of the various organizational units in the RO based on formulated guidelines, budget execution documents and accountability reports and submit a draft comparative analysis of current budget proposals vis a vis prior year's budget/appropriation with notes on the reason for variance for the evaluation of AO V-Budget.


	<ul style="list-style-type: none"> • Consolidate the budget proposals submitted by the various units in the RO and the SDOs and prepare notes and justifications for the review and evaluation of the Regional AO V-Budget Officer III. • Provide technical support to AO V – Budget Officer III during budget hearings/conferences and meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-a-vis prior year's budget/appropriation. <p>Budget Execution</p> <ul style="list-style-type: none"> • Prepare draft evaluation and identifies cost efficiency of various units in the utilization of budget against their work and financial plan for validation and evaluation of AO V – Budget Officer III. • Prepare certification on availability of allotments and records expenditures in appropriate registries • Monitor the fund transfers to implementing units and other government agencies for education related programs and projects implementation • Evaluate utilization of budget (WFP) and drafts status report for management. <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather budget accountability reports of various units and prepare the consolidated reports • Prepare financial reports related to the budgeting system for submission to various agencies
<p>Administrative Aide VI (Clerk III)/Administrative Services Division-Cash Section</p>	<p>Cash Collection</p> <ul style="list-style-type: none"> • Assist Cashiers in receiving and counting cash and checks, collecting fees (e.g. registration) as assigned, and issuing receipts for money received • Assist Cashiers in reconciling cash and check collections with receipts • Record cash receipt vouchers and other documents to ledgers and cash registry • Prepare daily collection reports for review and validation of Cashier. <p>Disbursement and Remittances</p> <ul style="list-style-type: none"> • Enter records of disbursements in the books of accounts • Perform initial reconciliation for review and validation of Cashiers. <p>Records and Files</p> <ul style="list-style-type: none"> • Receive, record and route documents addressed to the Cash Section by logging

<p>=====</p> <p>Administrative Aide VI (Clerk III)/Administrative Services Division-Personnel Section (Payroll Services)</p>	<p>and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.</p> <ul style="list-style-type: none"> • Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned, and distribute copies of the minutes to concerned parties as well as files a copy for future reference. • Notes whereabouts of cash staff to be able to respond to inquiries of those needing to meet them. <p>=====</p> <p>Salary Computation</p> <ol style="list-style-type: none"> 1. Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating. 2. Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments 3. Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability. 4. Prepare payroll remittance advice 5. Prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution. 6. Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.
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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 June 25, 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

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08C/ROA/P1

(Inclosures to Regional Memorandum dated June 9, 2025)

ASSESSMENT PLAN

Chief Education Supervisor

Plantilla Item No.: OSEC-DECSB-CES-270009-2015

Education Program Supervisor

Plantilla Item No.: OSEC-DECSB-EPSVR-270018-2010

Administrative Officer IV (Budget Officer II)

Plantilla Item No.: OSEC-DECSB-ADOF4-270288-2004

Administrative Aide VI (Clerk III)

Plantilla Item No.: OSEC-DECSB-ADA6-270015-2015

Plantilla Item No.: OSEC-DECSB-ADA6-270264-2004

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	June 9-25, 2025	n/a
Last day of receiving of application	Secretariat	June 25, 2025	n/a
Initial assessment/screening of applications	AO IV	June 26, 27, 30, & July 1-2, 2025 (Thu, Fri, Mon-Wed)	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	July 3-4, 2025 (Thu-Fri)	2
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	July 7-11, 2025 (Mon-Fri)	5
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	July 14-18, 2025 (Mon-Fri)	5
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	July 14-18, 2025 (Mon-Fri)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	July 21-22, 2025 (Mon-Tue)	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	July 23-25, 2025 (Wed-Fri)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	July 28-29, 2025 (Mon-Tue)	2
Submission of the final CAR to the Office of the Regional	AO IV	July 30, 2025 (Thu)	1

Director, and requesting instruction - Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	July 31-August 1, 2025 (Thu-Fri)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	August 4, 2025 (Mon)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	August 5, 2025 (Tue)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	August 6-7, 2025 (Wed-Thu)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	August 8, 2025 (Fri)	1
Total			32

Annex C

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.