



Personnel-RM-2025-720

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

23 September 2025

Regional Memorandum

No.720 s.2025

**ANNOUNCEMENT OF VACANCIES FOR SENIOR EDUCATION
PROGRAM SPECIALIST AND ADMINISTRATIVE
ASSISTANT V (DATA CONTROLLER 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 594) | No. of Position /s | Place of Assignment |
|---|--|-----------------|--------------------------------|--------------------------|--|
| Senior Education Program Specialist | OSEC- DECSB- SREPS- 270001-2020 | 19 | P56,390.00 | 1 | DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal |
| Administrative Assistant V (Data Controller III) | OSEC- DECSB- ADAS5- 270003-2015 | 11 | P 30,024.00 | 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 |
|--|--|------------------------------|---|--|
| Senior Education Program Specialist | Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job | 8 hours of relevant training | 2 years experience in education, research, development, implementation or other relevant experience | RA 1080 (PBET/Teacher); Career Service Professional; Appropriate Eligibility for Second Level Position |
| Administrative Assistant V (Data Controller III) | Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* *In light of the SHS Modeling Program which was implemented as early as SY 2014-2015 (per CSC Resolution No. 2500229, promulgated 06 March 2025) | 8 hours of relevant training | 2 years of relevant experience | Career Service (SubProfessional)/ First Level Eligibility |

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

| Position/Division | KRAS/Duties and Responsibilities |
|---|---|
| Senior Education Program Specialist/Human Resource Development Division-NEAP (HRDD-NEAP) | <p>PROGRAM DEVELOPMENT AND DELIVERY</p> <ul style="list-style-type: none"> • Develop and deliver 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"> • Create the Regional- Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region. |

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|---|--|
| | <ul style="list-style-type: none"> • Lead in the evaluation of professional development interventions within the region. <p>LIAISON</p> <ul style="list-style-type: none"> • Identify and collaborate with professional development 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. <p>SECONDARY DUTIES</p> <ul style="list-style-type: none"> • Perform other functions as assigned. |
| Administrative Assistant V (Data Controller III)/Finance Division-Accounting Section | <p>FINANCIAL RECORDS AND REPORTS</p> <ul style="list-style-type: none"> • Prepares the financial and accountability reports for submission to the Management, Commission on Audit, Department of Budget and Management and other oversight agencies. • Prepares schedules to support the financial statements/reports. • Keeps the books of original entry and books of final entry. • Posts financial transactions from the books of original entry to the general ledger. • Foots and balances the general ledger and keeps various subsidiary ledgers. • Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances. • Prepares correspondence on financial and bookkeeping matters. • Monitors release of cash advances to both elementary and secondary schools without complete set of books. • Coordinate tasks as maybe 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. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212,

- c. Revised 2025); digitally signed or electronically signed which can be downloaded at www.csc.gov.ph;
 - d. Photocopy of valid and updated PRC License/ID, if applicable;
 - e. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - f. 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;
 - g. Photocopy of Certificate/s of Training attended;
 - h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - i. Photocopy of latest appointment, if applicable;
 - j. 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;
 - k. 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
 - l. 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 7, 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

Incls.: As stated

08C/ROA/P4


(Inclosures to Regional Memorandum dated September 23, 2025)

ASSESSMENT PLAN

Senior Education Program Specialist

Plantilla Item No.: OSEC-DECSB-SREPS-270001-2020

Administrative Assistant V (Data Controller III)

Plantilla Item No.: OSEC-DECSB-ADAS5-270003-2015

| ACTIVITIES | RESPONSIBLE | INDICATIVE SCHEDULE | NO. OF WORKING DAYS |
|--|--|-----------------------------------|----------------------------|
| Publication/Posting Period | HRMO | September 23 to October 7, 2025 | n/a |
| Last day of receiving of application | Secretariat | October 7, 2025 (Tuesday) | n/a |
| Initial assessment/screening of applications | AO IV | October 8-9, 2025 (Wed-Thu) | 2 |
| Submission of Shortlist of qualified applicants to the HRMPSB | AO IV | October 10, 2025 (Friday) | 1 |
| Preliminary Meeting with the HRMPSB (pre-evaluation of documents) | HRMPSB/AO IV/ Secretariat | October 13-14, 2025 (Mon-Tue) | 2 |
| HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking) | HRMPSB/AO IV/Secretariat | October 15-16, 2025 (Wed-Thu) | 2 |
| Conduct of the Written examination and Skills or Work Sample Test | HRMPSB/AO IV/Secretariat | October 15-16, 2025 (Wed-Thu) | |
| Check the Written examination and Skills or Work Sample Test | HRMPSB/End-user (Chief) | October 17 & 20, 2025 (Fri & Mon) | 2 |
| HRMPSB deliberation and preparation of Comparative Assessment Result (CAR) | HRMPSB/AO IV/Secretariat | October 21-22, 2025 (Tue-Wed) | 2 |
| Route the CAR to the HRMPSB for signature | HRMPSB/AO IV/Secretariat | October 23-24, 2025 (Thu-Fri) | 2 |
| Submission of the final CAR to the Office of the Regional Director, and requesting instruction | AO IV | October 27, 2025 (Monday) | 1 |
| Conduct of Background Investigation (BI) | Upon the request of the Appointing Authority | October 28-29, 2025 (Tue-Wed) | 2 |
| Email signed CAR to applicants for information and acknowledgment | AO IV | October 30, 2025 (Thursday) | 1 |
| Prepare notification letter to the successful candidate for the compliance/submission | AO IV | October 31, 2025 (Friday) | 1 |

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|---|-------------------|------------------------------|----|
| of requirements for appointment | | | |
| Forward to the Office of the ARD/RD the notification letter for initial/signature | Personnel Section | November 3-4, 2025 (Mon-Tue) | 2 |
| Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same | AO IV | November 5, 2025 (Wednesday) | 1 |
| Total | | | 21 |

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.