

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



Personnel-RM-2026-200

16 March 2026

Regional Memorandum

No.200 s.2026

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION
 PROGRAM SUPERVISOR, EDUCATION PROGRAM
 SPECIALIST II, ACCOUNTANT I AND
 ADMINISTRATIVE OFFICER II
 (HRMO I) 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 |
|---------------------------------|------------------------------|--------------|--------------------------|--------------------|--|
| Education Program Supervisor | OSEC-DECSB-EPSVR-270018-2010 | 22 | P81,796.00 | 1 | DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal |
| Education Program Specialist II | OSEC-DECSB-EPS2-270005-2015 | 16 | P45,694.00 | 1 | DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal |
| Accountant I | OSEC-DECSB-A1-270004-2015 | 12 | P33,947.00 | 3 | DepEd Region IV-A CALABARZON, Gate 2 Karangalan |
| | OSEC-DECSB-A1-270005-2015 | | | | |



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

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| | OSEC-DECSB-A1-270006-2015 | | | | Village, Cainta, Rizal |
| Administrative Officer II (HRMO I) | OSEC-DECSB-ADOF2-270024-2019 | 11 | P31,705.00 | 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 |
|------------------------------------|--|------------------------------|---|--|
| Education Program Supervisor | Master's degree in education or other relevant degree Master's degree with specific area of specialization (Kindergarten/ Early Childhood) | 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 or 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) |
| Administrative Officer II (HRMO I) | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) /Second Level Eligibility |

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

| Position/Division | KRAs/Duties and Responsibilities |
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| Education Program Supervisor/ Curriculum and Learning Management Division Area of specialization: Kindergarten/Early Childhood | Management of Curriculum Implementation <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 Delivery

- Conducts evaluation and submits recommendations on localized

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| | <p>curriculum Delivery or Instructional strategies innovated by Schools Divisions</p> <ul style="list-style-type: none">• Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption. <p>Learning Resource</p> <ul style="list-style-type: none">• 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. <p>Learning Outcomes Assessment</p> <ul style="list-style-type: none">• 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. <p>Special Curricular Programs and Support Activities</p> <ul style="list-style-type: none">• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.• 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 |
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| | <p>to curriculum management and instructional delivery.</p> <ul style="list-style-type: none"> • 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>Education Program Specialist II/ Human Resource Development Division</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. <p>Professional and Career Development</p> <ul style="list-style-type: none"> • Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and |

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| | <p>availability of its products and services.</p> <ul style="list-style-type: none">• 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 |
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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 effective and high performing individuals and organization.

Employees Welfare

- 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.


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| | <ul style="list-style-type: none"> • 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. |
| <p>Accountant I - 3 positions (1 for payroll services)/ Finance Division-Accounting Section</p> | <p>Financial Records and Reports</p> <ul style="list-style-type: none"> • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. <ul style="list-style-type: none"> ➤ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ➤ Checks the accuracy, validity and appropriateness of income and expenditure transactions. |

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| | <ul style="list-style-type: none"> ➤ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. ➤ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. ➤ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. ➤ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. |
| <p>Administrative Officer II (HRMO I)/Administrative Services Division-Personnel Section</p> | <p>Salary Administration and Personnel Records</p> <ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA). • Assist in the processing and release of special orders for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel. • Compute claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action. <p>Benefits Administration</p> <ul style="list-style-type: none"> • Draft memoranda on latest issuances on personnel benefits. • Process retirement/separation papers including accrued benefits and terminal leave pay of |

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| | <p>retiring/resigning employees for benefits payment purposes.</p> <ul style="list-style-type: none"> • Processing application for monetization of leave credits. • Recommended necessary actions on application for leaves (sick, vacation, study, scholarships and training). • Assist in the processing of application for loans with GSIS, Pag-IBIG and private lending institutions. <p>Personnel Information System</p> <ul style="list-style-type: none"> • Assist in the updating of Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization. • Maintain a complete and updated personnel of records of RO office personnel both in the HRIS and in the 201 file. • Assist in the maintenance and updating of the Human Resource Management Information System (HRIS) and generated reports on personnel data (from the HRIS) as requested for various human resource management and development decisions. • Assist in the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions. <p>Other Duties</p> <ul style="list-style-type: none"> • Perform other functions as may be assigned by the immediate supervisor. |
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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. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed which can be downloaded at www.csc.gov.ph;
 - c. 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 March 30, 2026. 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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(Inclosures to Regional Memorandum dated March 16, 2026)

ASSESSMENT PLAN

Education Program Supervisor

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

Education Program Specialist II

Plantilla Item No.: OSEC-DECSB-EPS2-270005-2015

Accountant I

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

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

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

Administrative Officer II (HRMO I)

Plantilla Item No.: OSEC-DECSB-ADOF2-270024-2019

| ACTIVITIES | RESPONSIBLE | INDICATIVE SCHEDULE | NO. OF WORKING DAYS |
|--|------------------------------|--|----------------------------|
| Publication/Posting Period | HRMO | March 16 to 30, 2026 | n/a |
| Last day of receiving of application | Secretariat | March 30, 2026 (Monday) | n/a |
| Initial assessment/screening of applications | AO IV | March 31, April 1, 6 to 8, 2026 (Tue-Wed) | 5 |
| Submission of Shortlist of qualified applicants to the HRMPSB | AO IV | April 9, 2026 (Thursday) | 1 |
| Preliminary Meeting with the HRMPSB (pre-evaluation of documents) | HRMPSB/AO IV/ Secretariat | April 10, 13-16, 2026 | 5 |
| HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking) | HRMPSB/AO IV/ Secretariat | April 17 to 22, 2026 (Fri-Wed) | 4 |
| Conduct of the Written examination and Skills or Work Sample Test | HRMPSB/AO IV/ Secretariat | April 17 to 22, 2026 (Fri-Wed) | |
| Check the Written examination and Skills or Work Sample Test | HRMPSB/End-user (Chief) | April 23-24 & 27, 2026 (Thu-Mon) | 3 |
| HRMPSB deliberation and preparation of Comparative Assessment Result (CAR) | HRMPSB/AO IV/ Secretariat | April 28-30, 2026 (Tue-Thu) | 3 |
| Route the CAR to the HRMPSB for signature | HRMPSB/AO IV/ Secretariat | May 4-5, 2025 (Mon-Tue) | 2 |
| Submission of the final CAR to the Office of the Regional | AO IV | May 6, 2026 (Wednesday) | 1 |

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| Director, and requesting instruction | Upon the request of the Appointing Authority | May 7-8, 2026 (Thu-Fri) | 2 |
| Conduct of Background Investigation (BI) | | | |
| Email signed CAR to applicants for information and acknowledgment | AO IV | May 11, 2026 (Monday) | 1 |
| Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment | AO IV | May 12, 2026 (Tuesday) | 1 |
| Forward to the Office of the ARD/RD the notification letter for initial/signature | Personnel Section | May 13-14, 2026 (Wed-Thu) | 2 |
| Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same | AO IV | May 15, 2026 (Friday) | 1 |

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 (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.