



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 FEB 2023

DIVISION MEMORANDUM

No. 059 s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
INFORMATION TECHNOLOGY OFFICER I**

To: Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Information Technology Officer I. All qualified and interested applicants are requested to submit their pertinent documents on or before **February 24, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions; and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Information Technology Officer I	OSEC-DECSB-ITO1-270023-2015	SG 19	1	Office of the Schools Division Superintendent (OSDS)



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2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written Communication
Preferred Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Same as above	Should have 200 hours of relevant training (80 hours education and 120 hours ICT related)	<p>-One year of relevant experience in supervisory function</p> <p>-IT project management experience (minimum of 3 years in at least 3 projects of varying ICT project management areas)</p>	Same as above	<p>-Demonstrate ability to relate to different stakeholders & clients to identify ICT needs and requirements</p> <p>- Ability to identify resource requirements and mobilize resources for ICT projects</p> <p>-Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written Communication</p>

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depeditayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI. *(Kindly indicate in your letter the Plantilla Item No. to which you intend to apply.)*
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;



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3. Photocopy of duly signed Performance Rating in the present position for the last 3 rating periods;
4. Photocopy of updated Service Record;
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status;
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC);
7. Photocopy of Authenticated Transcript of Records and Certification of Complete Academic Requirements (if applicable);
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants);
9. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:

- a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
- b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).

10. Latest approved appointment (if any);
11. Outstanding Accomplishments, if any (kindly refer to Regional Memorandum No. 434 s. 2017 for the supporting documents needed);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

12. Omnibus certification of authenticity and veracity of all documents submitted.

4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.

5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**



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6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	February 24, 2023
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	February 27, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	March 01, 2023
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	March 03, 2023
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 06, 2023
Submission of Comparative Assessment Result (CAR) to the office of the SDS	SDO Conference Hall	March 07, 2023
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 09, 2023

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at hr@depedtayabas.com.



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8. Wide and immediate dissemination of this memorandum is desired.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO, JR.
OIC - Assistant Schools Division Superintendent



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DUTIES AND RESPONSIBILITIES OF INFORMATION TECHNOLOGY OFFICER I

KRA	Duties and Responsibilities
ICT systems and infrastructure management	<ul style="list-style-type: none"> Manage and coordinate the implementation of ICT programs and projects in the division, schools and learning centers to ensure that these projects meet the development objectives through participation and collaboration among stakeholders and implementers.
ICT programs and projects implementation	<ul style="list-style-type: none"> Lead the formulation of plans to ensure the strategic development and use of ICT in the division, schools and learning centers through an identification of ICT needs and alignment with the goals and objectives of the division, region and national office.
Partnerships and stakeholder management	<ul style="list-style-type: none"> Coordinate with the training and development division and other ICT partners on ICT capacity building to promote the strategic use of ICT in education governance and integration in the teaching and learning process. This will be done through an assessment of training needs and requirements, aligned with the division's development objectives. Manage and coordinate with the different stakeholders and partners to ensure that resources for ICT are mobilized, services from partner providers and suppliers are efficiently delivered through set standards and policies or partnership and stakeholder management.
ICT policies and standards implementation	<ul style="list-style-type: none"> Manage the day-to-day provision of ICT services including the maintenance of technology infrastructure and operation of ICT-based systems, ensuring that service delivery standards are met through regular and systematic monitoring of system/technology performance.
Technical assistance to schools on integration of ICT in school governance, teaching and learning	<ul style="list-style-type: none"> Provide technical assistance to schools and learning centers in the integration of ICT in teaching and learning to ensure the maximum and strategic utilization of ICT in collaboration with the Curriculum Implementation Division. Provide technical assistance to the LR management division in the efficient and



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	effective harvesting of content, development of learning resources to ensure that learning resources are compliant to the technical standards and accessible to schools and learning centers.
ICT M&E	<ul style="list-style-type: none">• Coordinate with the Regional ICT and ICT Service at the national level on the monitoring and evaluation of ICT programs and projects to ensure effective feedback, work integration and collaboration through adherence to the reporting and coordination mechanisms that are established.



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