



622/23-006
21-2-2023

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

21 FEB 2023

DIVISION MEMORANDUM
No. 097 s. 2023

ANNOUNCEMENT OF VACANCIES IN REGIONAL OFFICE IV-A CALABARZON

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to Regional Memorandum 96 s. 2023 dated February 13, 2023, this office informs the field on the vacancy in Regional Office IV-A CALABARZON. Interested and qualified applicants regardless of Gender, Civil Status, Religion, Disability, ethnicity or political affiliations should signify their interest in writing in the said office not later than **February 24, 2023**.
2. Attached is the Regional Memorandum for your reference.
3. Immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 



Brgy. PotoI, Tayabas City



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<https://depedtayabas.com/>



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



13 February 2023

Regional Memorandum

No.96 s.2023

Schools Division of Tayabas City
RECORDS SECTION

RECEIVED

ANNOUNCEMENT OF VACANCIES

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

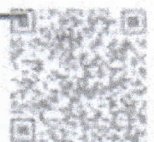
By: LK ROXAS
Date: 02-21-23 Time: 4:32
Control No. 02022-006

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 |
|---|------------------------------|--------------|--------------------------|-------------------|--|
| Education Program Supervisor (with specialization in English) | OSEC-DECSB-EPSVR-270002-2010 | 22 | P71,511.00 | 1 | Regional Office IV-A CALABARZON, Cainta, Rizal |
| Project Development Officer IV | OSEC-DECSB-PDO4-27001-2015 | 22 | P71,511.00 | 1 | Regional Office IV-A CALABARZON, Cainta, Rizal |
| Planning Officer III | OSEC-DECSB-PLO3-270006-2015 | 18 | P46,725.00 | 1 | Regional Office IV-A CALABARZON, Cainta, Rizal |
| Librarian II | OSEC-DECSB-LIB2-270009-2015 | 15 | P36,619.00 | 1 | Regional Office IV-A CALABARZON Cainta, Rizal |



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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 Masters Degree with specific area of specialization - English | 8 hours of relevant training | 2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher | RA 1080 (Teacher) |
| Project Development Officer IV | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional)/ Second Level Eligibility |
| Planning Officer III | Bachelor's Degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional)/ Second Level Eligibility |
| Librarian II | Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | 4 hours of relevant training | 1 year of relevant experience | RA 1080 |

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

| Position/Division | KRAs/Duties and Responsibilities |
|---|--|
| Education Supervisors/Quality Assurance Division | <p>Quality Assurance Standards and Policy Formulation & Adoption</p> <ul style="list-style-type: none"> Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS) Designs QA-M&E processes and tools to operationalize the QMS framework of the region Coordinates the development of regional guidelines/standards/tools in assessing the performance of |

groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers)

- Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems
- Facilitates group processes for the review of existing national standards for its localization as appropriate to the region
- Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes
- Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region

Progress M&E

- Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g. Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement
- Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division
- Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards
- Prepares M&E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions
- Monitors and assess implementation of national and regional programs and projects in

order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/project goals and objectives

Results M&E

- Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators
- Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes
- Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges
- Prepare the regional and compliance to educational quality standards
- Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school
- Identify, gather data/research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.

Coordination with Other RO Units

- Assists Chief of QAD in communicates M&E results to concerned FDs/Units and schools division management teams
- Participates in designing and crafting REDP that will set the strategic directions for the region
- Assists the PPD in the review and validation of the DEDP to

| | |
|--|--|
| | <p>determine its alignment to the strategic direction of the region</p> <p>Technical Assistance</p> <ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region <p>Unit Performance</p> <ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit • Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit |
| <p>Project Development Officer IV/Education Support Services Division</p> | <p>Partners and Donors</p> <ul style="list-style-type: none"> • Search and explore potential donors and partners for education support programs and participate in relevant meetings and functions to establish possible areas for collaboration • Review project/partnership proposals to check for alignment to DepEd policies, guidelines and standards and values • Draft MOUs/MOAs, and contracts with partners for recommendation to the regional director • Prepare draft of localized policies and standards for engaging partners and donors in order to protect DepEd interest and values • Develop and implement initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education <p>Advocacy</p> |

- Develop and implement a strategic information, education advocacy programs to raise understanding and increase resource and support for programs to improve the delivery of basic education among stakeholders
- Develop and produce advocacy materials to promote visibility and recall

Programs and Projects

- Provide technical inputs towards developing regional plans and strategies to improve education support to learner the holistic development of learners in order to focus resources of the region and guide selection of donors and partners
- Develop and submit concept papers and program/project designs and proposals for funding, partnerships undertakings
- Review and evaluate technical documents (e.g. project proposals, draft MOAs) for submission and approval of regional management
- Facilitate and coordinate with stakeholders as needed, the development of work plans to implement programs and projects
- Develop and implement information, education advocacy programs to raise understanding and gather support for current programs and projects
- Conduct monitoring and evaluation (together with QAD) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support
- Conduct assessment and evaluation of programs and projects (with QAD) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects

Unit Performance

- Undertake day-to-day supervision of the operations of the ESS Division to ensure delivery of commitments and quality service

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| <p>Planning Officer III/Policy, Planning and Research Division</p> | <p>Planning Frame, Systems And Plans</p> <ul style="list-style-type: none"> - Budget Proposal preparation <ul style="list-style-type: none"> - analyze aps/Needs for crucial resources by consolidating identified needs in their education plans - Assist Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal - analyze basic education data and provide valid, accurate, timely and relevant data and information for planning - Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region - Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management - Facilitate endorsement of the Budget Proposals by the Regional Development Council (RDS) - Budget Execution <ul style="list-style-type: none"> - summarize PAPs with the Allocation from the NEP/GAA - Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans - Guide the Schools Divisions and RO-Functional Divisions Staff in preparing their annual operational plans - Validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness <p>Policies And Standards</p> <ul style="list-style-type: none"> - Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context - Draft policies and guidelines on implementation of specified standards <p>Education Data Mgmt System</p> <ul style="list-style-type: none"> - Update and maintain the systems utilized in Data Center of the Region and conducts periodic quality checks |
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| | <ul style="list-style-type: none"> - Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and updating of the technological hardware and software <p>Research</p> <ul style="list-style-type: none"> - Review research objectives and recommend appropriate data processing tools for particular research studies - Provide technical advice to research study teams on descriptive statistical analysis as may be necessary and applicable to the purpose of the study <p>Technical Assistance</p> <ul style="list-style-type: none"> - Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools divisions as basis for the region's provision of technical assistance - Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR-related concerns of the schools division in the region - Draft policy recommendations based on the data gathered in the course reviewing DEDP and conducting situation assessment and need-analysis, as well as in providing technical assistance |
| <p>Librarian II</p> | <p>Access to Learning Resource</p> <ul style="list-style-type: none"> - Checks all uploaded materials in the LRMDs for currency in compliance to IPR requirements to protect DepEd in its utilization of learning materials - Maintains on-line catalogues and meta-data of evaluated learning resources for ease in finding specific learning materials - Recommends learning resources for development or purchase and uploading in the LRMDs portal needed in the curriculum |

- Recommends and implements rules and regulations in the use of the LR portal
- Coordinates resolution to problems encountered in the running of the LR portal to ensure accessibility 24/7 with minimal down time
- Assist users utilizing the LR portal on location in the regional library to easily access required materials
- Prepare monthly report of user profile, interest and feedback as basis for LR content development areas

Regional Library

- Organize the learning resource in the regional library (books, magazines, videos, etc.) so that they are easy for users to find
- Conduct inventory of the library resources periodically to account for missing resources and recommend additional needed resources
- Gather and analyze suggestions from various users for additional resources in the library collection
- Prepare and submit procurement proposal on the approved addition to the library collection (e.g. materials related to the new curriculum, new standards)
- Monitor compliance of users with the existing rules and regulations monitored and take corrective actions on violations

Library Hubs (integrated with the LR Center and regional libraries)

- Identify on a continuous basis the support needed by the library hubs in the region and assist schools division in responding to the needs through resource mobilization
- Integrate on a continuous basis support needed by library hubs from the region and central office management to respond to the needs through DepEd internal and external source

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| | <p>Technical Assistance</p> <ul style="list-style-type: none"> - Gather data and provide initial analysis as inputs to TA needs and plans to improve access to learning resources of schools division and schools |
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4. Interested qualified applicants may **submit the duly authenticated documents with “ear tags” via courier** addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, Rizal or email the scanned copy **(in 1 pdf.file)** of documents **(with 25 pages or less)** to hrmpsb.calabarzon@deped.gov.ph, arranged as follows:
- a. Letter of intent addressed to the Regional Director
 - b. Notarized Omnibus Certification of Authenticity and Veracity of Documents submitted
 - c. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212, Revised 2017), and additional sheet/s for Work Experience which can be downloaded at www.csc.gov.ph.
 - d. Photocopy of the **updated PRC ID License Certified True Copy by the Philippine Regulation Commission (PRC)**
 - e. Detailed IPCRF (duly signed) – for 3 consecutive years
 - f. Updated Service Record signed by authorized official
 - 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. Outstanding Accomplishments (Meritorious Accomplishments) - if any
 - 1) Outstanding Employee Award/s
 - 2) Innovations
 - 3) Research and Development Projects
 - 4) Publication/Authorship
 - 5) Consultant/Resource Speaker in Trainings/Seminar
 - i. Photocopy of the duly authenticated Transcript of Records (TOR) by the CHED (CAV), duly authenticated Certification on Completed Academic Requirements (CAR) by the School Registrar or School Authorized Official, and Diploma
 - j. Certificate of Training/s attended (must be relevant to the position being applied for, and not credited during the last promotion)
 - k. Latest approved appointment (if any)
5. Applicants must ensure that their documents are complete, and accurate.

6. **Application documents shall be accepted until February 24, 2023. 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 their email address.
7. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the shortlist, and shall receive a notification via email or SMS/text message for the **schedule of assessment** composed of written examination (On-the-Job test/Skills test), and interview (open ranking) with the Human Resource Merit Promotion and Selection Board (HRMPSB).
8. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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(Inclosure to Regional Memorandum dated February 13, 2023)

ASSESSMENT PLAN

Education Program Supervisor – with specialization in English

Plantilla Item No.: OSEC-DECSB-EPSVR-270002-2010

Project Development Officer IV

Plantilla Item No.: OSEC-DECSB-PDO4-270011-2015

Planning Officer III

Plantilla Item No.: OSEC-DECSB-PO3-270006-2015

Librarian II

Plantilla Item No.: OSEC-DECSB-LIB2-270009-2015

| ACTIVITIES | RESPONSIBLE | INDICATIVE SCHEDULE | NO. OF WORKING DAYS |
|---|--------------------------|----------------------------|----------------------------|
| Publication | HRMO | February 13-24, 2023 | n/a |
| Last day of receiving of application | Secretariat | February 24, 2023 | n/a |
| Initial assessment/screening of applications | AO IV | February 27-March 2, 2023 | 4 |
| Submission of Shortlist of qualified applicants to the HRMPSB | AO IV | March 3, 2023 | 1 |
| Preliminary Meeting with the HRMPSB (pre-evaluation of documents) | HRMPSB/AO IV/Secretariat | March 6-8, 2023 | 3 |
| HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking) | HRMPSB/AO IV/Secretariat | March 9, 10, 13 & 14, 2023 | 4 |
| Conduct of the Written examination/On-the-Job (OTJ)/Skills Test | HRMPSB/AO IV/Secretariat | | |
| Check the written exam/OTJ/skills test | HRMPSB/End-user (Chief) | March 15-16, 2023 | 2 |
| HRMPSB deliberation and preparation of Comparative Assessment Result (CAR) | HRMPSB/AO IV/Secretariat | March 17 & 20, 2023 | 2 |
| Route the CAR to the HRMPSB for signature | HRMPSB/AO IV/Secretariat | March 21-22, 2023 | 2 |
| Submission of the final CAR to the Office of the Regional Director, and requesting instruction | AO IV | March 23, 2023 | 1 |
| | | March 24, 2023 | 1 |