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

June 30, 2021

DIVISION MEMORANDUM  
No. 274 s. 2021

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
PROJECT DEVELOPMENT OFFICER II**

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

1. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position	Salary Grade	No. of Position	Work Assignment
Project Development Officer II (DRRM)	15	1	SDO Proper -OSDS

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

Position	Education	Experience	Training	Eligibility	Competency Requirement
Project Development Officer II (DRRM)	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional 1 (Second Level Eligibility)	Self Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Computer Literate, Oral and Written communication



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3. Duties and Responsibilities (see attached files)

4. Interested qualified applicants are advised to register at <https://bitly/2RuX3vR> and submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of computerized CSC Form 212 revised 2017 (Personal Data Sheet)
3. Performance Rating in the last 2 years rating period (if applicable)
4. Certificate of Employment and or/Service Record
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (3) years or after the recent promotion.
8. Latest approved appointment
9. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant.

10. Required documents for evaluation as stipulated in the DO # 66, s. 2007 other Teaching, Related Teaching and Non-Teaching Positions.

11. Outstanding Accomplishment

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.

5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **Incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once "**Received**" by the office.

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

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	July 9, 2021
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	July 12-13, 2021
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	July 14, 2021



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Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	SDO Conference Hall	July 15, 2021
Conduct of Background Investigation		
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	July 19, 2021
Posting of Results	SDO Bulletin Board and 2 conspicuous places	July 21, 2021

7. Applicants are requested to be physically present during the evaluation and interview and virtual selection shall be done to those applicants who cannot attend physically. For queries and clarification please contact Ms. Ferex O. Zafranco @ 09286865373.

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

  
**GERLIE M. ILAGAN, CESO VI**  
OIC - Schools Division Superintendent



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## **DUTIES AND RESPONSIBILITIES OF PROJECT DEVELOPMENT OFFICER II (DRRM)**

### **Risk-Informed Plans, Policies and Standards**

- Review existing plans, policies and standards.
- Develop/enhance and disseminate risk-informed plans, policies and standards for implementation.

### **Partnerships for Strengthening Resilience**

- Identify areas for partnerships with external partners on DRRM, CCA and EiE programs.
- Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners.
- Participate in International events/conferences.
- Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery.
- Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.

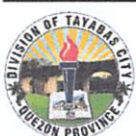
### **DRRM Information System (DRRMIS) and Research**

- Create uniform templates to accommodate required data and provide feedback to the different DepEd offices and partners.
- Enhance data handlers' on: knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software.
- Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references.
- Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas.
- Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation.

### **Resilience Education**

- Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum.
- Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.

### **Information, Education and Communication (IEC) and Advocacy for Resilience**



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- Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE.
- Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration).
- Create a communication campaign on safety and resilience.
- Establish a library on IECs for DRRM, CCA, and EiE (hard and digital).
- Provide regions, divisions, and schools support and assistance, enabling early return to normal operations and recovery towards resilient development

#### **Learning Continuity and Resilience Interventions**

- Provide interventions for the well-being of affected personnel and learners.
- Facilitate the support and assistance to divisions, and schools, enabling early return to normal operations and recovery towards resilient development.
- Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.

#### **Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives**

- Monitor progress of DRRMS' comprehensive school safety initiatives.
- Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.



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