



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

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24 Aug 2023


DIVISION MEMORANDUM

No. 427 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 No. 484 s. 2023 dated August 11, 2023, this office informs the field on the vacancies 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 **August 31, 2023**.
2. Attached is the Regional Memorandum for your reference.
3. Immediate dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated  
Reference: Regional Memorandum No. 484 s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

N/A

OSDS Personnel Unit- announcement of vacancies in regional office IV-A CALABARZON  
None/August 23, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



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



Schools Division Office - Marikina City  
RECORDS SECTION

**RECEIVED**

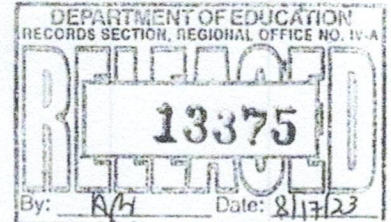
11 August 2023  
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DATE: 08-10-23 Time: 1:40  
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**Regional Memorandum**

No.484 s.2023

**ANNOUNCEMENT OF VACANCIES**

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 579)	No. of Position /s	Place of Assignment
Education Program Supervisor	OSEC-DECSB-EPSVR-270001-2010	22	P71,511.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC-DECSB-270007-2015				
Accountant I	OSEC-DECSB-A1-270006-2015	12	P29,165.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Draftsman II	OSEC-DECSB-DFM2-270008-2015	8	P19,744.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal



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



Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-270262-2004	6	P17,553.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
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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	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher),
Accountant I	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Draftsman II	Completion of 2 years studies in College or High School graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 11, s 1996, Cat. II), Career Service SubProfessional/ First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of two years studies in college	None required	None required	Career Service (SubProfessional)/ First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Education Program Supervisor (CLMD)	<b>Management of Curriculum Implementation</b> <ul style="list-style-type: none"> <li>Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal</li> </ul>



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 curriculum Delivery or Instructional strategies innovated by Schools Divisions
- Recommends publication of effective practices on learning

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delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.

#### **Learning Resource**

- 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.

#### **Learning Outcomes Assessment**

- 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.

#### **Special Curricular Programs and Support Activities**

- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Drafts policy recommendations on curricular support activities for regional adoption.

#### **Technical Assistance**

- 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 to curriculum management and instructional delivery.
- Prepares and submits periodic reports on the progress of the



	<p>technical assistance being provided to the schools division</p> <ul style="list-style-type: none"> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</li> </ul> <p><b>Additional Competencies:</b></p> <ul style="list-style-type: none"> <li>- English major</li> <li>- Specialized in English Language studies, Education, and Teaching</li> <li>- High Orientation in Language Research</li> <li>- Background in Early Language, Literacy and Numeracy (ELLN)</li> </ul>
<p><b>Education Program Supervisor (PPRD)</b></p>	<p><b>Planning Frame, Systems and Plans</b></p> <ul style="list-style-type: none"> <li>• Prepare and submit report on the implementation and feedback of regional policies and guidelines for enhancement and adjustments as needed.</li> <li>• Prepare and submit reports on the implementation of the planning system for adjustments as needed.</li> <li>• Prepare and submit Periodic and Annual Accomplishment Reports (physical and financial, prepared together with Budget Division) to track accomplishment of plans.</li> <li>• Review and submit first draft Strategic and Operational Plans (6-year REDP and RO annual work and financial plans).</li> <li>• Evaluate and analyze, Educational plans of the schools divisions (DEDP) and provide feedback for improvement or submit to regional management for affirmation.</li> </ul> <p><b>Policies and Standards</b></p> <ul style="list-style-type: none"> <li>• Prepare policies on the implementation of the planning system in the region to guide preparation and implementation of plans.</li> <li>• Monitor implementation of planning system by RO and SDO and prepare reports on for management with recommendations for systems improvement.</li> <li>• Recommend draft policies on Planning System Implementation</li> </ul>



based on findings from monitoring report and recommendation.

- Identify and recommend policy research on planning standards and other subject matters relevant to education planning (e.g., resource allocation criteria) based on monitoring and evaluation data.

#### **Education Data Management System**

- Define specific basic education data required in planning and ensure such data are collected as required.
- Define planning objectives and purpose for presenting data, as well as audience needs and requirements, and recommended data presentation formats for use in planning.

#### **Research**

- Review research studies conducted and prepare a report on planning implications of research study findings and recommendations to management.
- Recommended planning-related research based on planning data and planning implementation feedback.
- Participate in the conduct of research studies and utilization of findings for the formulation of policies and to help management in decision-making.

#### **Technical Assistance**

- Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools division 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 data gathered in the course reviewing DEDP and conducting situation assessment and need analysis as well as in providing technical assistance.



**Accountant I****Financial Records and Reports**

- 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.
  - 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.



	<ul style="list-style-type: none"> <li>➤ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> </ul>
<b>Draftsman II/Education Support Services Division (ESSD)</b>	<p><b>Drawings and Blueprints</b></p> <ul style="list-style-type: none"> <li>• Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.</li> </ul> <p><b>Physical Facilities Cost Estimates</b></p> <ul style="list-style-type: none"> <li>• Prepare cost estimates of educational physical facilities to guide resource allocation and procurement.</li> <li>• Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.</li> </ul>
<b>Administrative Aide VI (Clerk III)/Administrative Services Division-Records Section</b>	<p><b>Records Management System</b></p> <ul style="list-style-type: none"> <li>• Receive, record and file documents according to the recommended filing system.</li> <li>• Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed.</li> <li>• Retrieve records requested by the AO V - Records Officer and keep track of the whereabouts of the original document.</li> </ul> <p><b>Receiving and Releasing</b></p> <ul style="list-style-type: none"> <li>• Receive and record all documents brought to the records office.</li> <li>• Release, routes or files non-routine critical documents as classified by the Records Officer.</li> </ul> <p><b>Documentation Authentication and Verification</b></p> <ul style="list-style-type: none"> <li>• Assist AO V -Records Officer in document authentication and verification following protocol for such.</li> <li>• Receives request for certifications and gathers the data required to prepare the certification for the approval of the AO V - Records Officer.</li> <li>• Prepares certifications for the signature of the appropriate management level.</li> </ul>

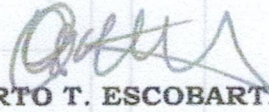


	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Gather data and information required in the preparation of annual and other administrative reports.</li> <li>Implement process for conducting and annual inventory of records and submit findings to AO V-Records Officer.</li> </ul>
	<p><b>Administrative and Secretarial Support</b></p> <ul style="list-style-type: none"> <li>Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers.</li> <li>Provides assistance and administrative support to training and conferences as assigned.</li> <li>Prepares or encodes into electronic format word documents and other presentation materials.</li> <li>Coordinates with concerned party and prepare documents needed in the operations of Administrative Division (e.g. petty cash, supplies and equipment for Records Section, travel arrangements for AO V</li> <li>Receives calls and visitors and attends to their concerns as well as follows through on their inquiries.</li> </ul>

4. Interested qualified applicants are advised to hand-in or send via courier the **duly authenticated documents with "ear tags"** addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, or email the scanned copy to [hrrmpsb.calabarzon@deped.gov.ph](mailto:hrrmpsb.calabarzon@deped.gov.ph), arranged as follows:
- Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
  - Duly 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 [222.csc.gov.ph](http://222.csc.gov.ph);
  - Photocopy of valid and updated PRC License/ID, if applicable;
  - Photocopy of Certificate of Eligibility/Rating, if applicable;
  - 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;
  - Photocopy of Certificate/s of Training attended;
  - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;



- h. Photocopy of latest appointment, if applicable;
  - i. 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;
  - j. 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
  - k. 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. **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.
  6. Applicants must ensure that their documents are complete, and accurate.
  7. **Application documents shall be accepted until August 31, 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 email address.**
  8. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
  9. Wide and immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director



(Inclosures to Regional Memorandum dated August 11, 2023)

### ASSESSMENT PLAN

#### **Education Program Supervisor**

Plantilla Item No.: OSEC-DECSB-EPSVR-270001-2010

Plantilla Item No.: OSEC-DECSB-EPSVR-270007-2015

#### **Accountant I**

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

#### **Draftsman II**

Plantilla Item No.: OSEC-DECSB-DFM2-270008-2015

#### **Administrative Aide VI (Clerk III)**

Plantilla Item No.: OSEC-DECSB-ADA6-270262-2004

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	August 11-31, 2023	n/a
Last day of receiving of application	Secretariat	August 31, 2023 (Thursday)	n/a
Initial assessment/screening of applications	AO IV	September 4, 5, 6, 7 & 8, 2023 (Mon, Tue, Wed, Thu & Fri)	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	September 11, 2023 (Monday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	September 12, 13 & 14, 2023 (Tue-Thurs)	3
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	September 15, 18, 19, 20 & 21, 2023 (Fri, Mon-Thurs)	5
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	September 15, 18, 19, 20 & 21, 2023 (Fri, Mon-Thurs)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	September 22, 2023 (Friday)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	September 25-27, 2023 (Mon-Wed)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	September 28-29, 2023 (Thurs-Fri)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	October 2, 2023 (Mon)	1



- Conduct Background Investigation (BI) of	Upon the request of the Appointing Authority	October 3-4 2023 (Fri & Mon)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	October 5, 2023 (Thursday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	October 6 & 9, 2023 (Fri & Mon)	2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	October 6 & 9, 2023 (Fri & Mon)	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	October 10, 2023 (Tuesday)	1
Total			27



## 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/ RR Office/sub-committee)	
		Status of Submission (Check if completed)	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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
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.