



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

23 AUG 2022

DIVISION MEMORANDUM

No. 524 s. 2022

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 SENIOR EDUCATION PROGRAM SPECIALIST**

To: OIC-Assistant Schools Division Superintendent
 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 Senior Education Program Specialist. All qualified and interested applicants are requested to submit their pertinent documents on or before **September 02, 2022** 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)
Senior Education Program Specialist	OSEC-DECSB-SREPS-270041-2015	SG 19	1	School Governance and Operations Division (SGOD)



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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 in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written Communication

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:

- 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.)*
- 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;
- Photocopy of duly signed Performance Rating in the present position for the last 3 rating periods;
- Photocopy of updated Service Record;
- 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;
- Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC);
- Photocopy of Authenticated Bachelor's and Master's Transcript of Records and Certification of Complete Academic Requirements for master's degree relevant to the job *(if not yet graduated)*;
- Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants);
- 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:
 - 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;
 - participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
- Latest approved appointment (if any);



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11. Outstanding Accomplishment (if any);

- 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.

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."**

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	September 02, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	September 06, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	September 12, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	September 14-15, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		September 16, 2022



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Submission to the Office of the SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	September 19, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	September 21, 2022

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

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


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 



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**DUTIES AND RESPONSIBILITIES OF SENIOR EDUCATION PROGRAM
SPECIALIST**

KRA	Duties and Responsibilities
Quality Management System	<ul style="list-style-type: none"> • Prepare and submit report of findings on implementation of quality assurance processes on: School Planning, School Based Management, Implementation of Programs & Projects as basis for continuous improvement. • Define the approach and methods to validate SDO report on Schools Achievements and Learning outcomes and submit report on findings. • Monitor performance of the Schools Division along: TA to schools and LCs, Equitable Distribution of educational resources to schools and LCs and submit reports to be able to identify areas for improvement. • Prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes and inputs to recognition.
Assessment	<ul style="list-style-type: none"> • Design the approach and methods for gathering data and prepare a report on the monitoring and evaluation result of the implementation of Division assessment program aligned to national assessment framework • Validate/ authenticate assessment strategies and tools for utilization by schools, in classrooms and learning centers and submit report to SDO management on its utilization and result of utilization. • Prepare and submit report on assessment results for tracking learner progress and for grading purpose to establish validity and reliability of method. • Conduct monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process. • Prepare and implement process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.



School Compliance To Quality Standards (Public And Private)	<ul style="list-style-type: none">• Information, Education and Advocacy Programs and Materials to Accreditation Standards• Validated documents of schools requesting permit to operate• Complete portfolio of documents of schools requesting to operate for submission to the regional office.
Research And Development	<ul style="list-style-type: none">• Conduct action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
Technical Assistance to Schools and Learning Center	<ul style="list-style-type: none">• Provide Technical Assistance to schools and learning centers by responding to the identified needs on the above areas.