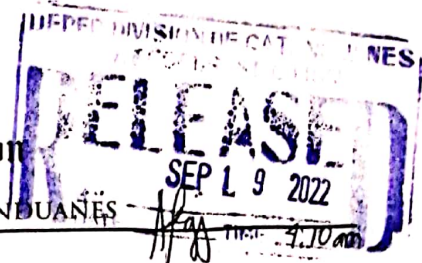




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



19 September 2022

DIVISION MEMORANDUM

No. 455 s. 2022

**ANNOUNCEMENT OF VACANCIES FOR RELATED TEACHING AND
 NON-TEACHING POSITIONS**

TO : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Human Resource Merit Promotion & Selection Board
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Others Concerned

1. This Office announces the following vacancies in this Schools Division. Interested qualified applicants are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in DepEd Order No. 66, s. 2007.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Public Schools District Supervisor	22	Php69,963.00	Curriculum Implementation Division
Crafts Education Demonstrator II	12	Php27, 608.00	San Andres Vocational School
Nurse II	16	Php 38, 150.00	Palta National High School
Accountant I	12	Php27,608.00	Pandan School of Arts & Trades

2. Applicants shall submit documents in one (1) folder (*with tabbing and name of document, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Human Resource Management Office **on or before 5:00 pm of September 29, 2022**. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> **on or before 5:00 pm of September 29, 2022**.

3. Applicants for Nurse II position with submitted application may update their documents on or before the above-mentioned deadline.

4. Enclosed to this Memorandum are the following:

- 4.1 Qualification Standards for the vacant positions
- 4.2 List of documents to be submitted
- 4.3 Job Description of the vacant positions

5. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.





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6. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expressions (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity".
7. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.
8. Recommendation is not necessary.
9. For wide dissemination, guidance and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No 66 s. 2007, CSC Qualification Standards, Revised 1997,
DepEd Order No. 26, s. 2016, DepEd QS Manual for Unique Positions-
Revised 1995

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION EMPLOYMENT
HIRING

MBL/DM- Announcement of Vacancies for Related Teaching and Non-teaching Positions
003/September 19, 2022

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Enclosure No. 1 to Division Memorandum No. 455, s. 2022

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

(Reference: CSC Qualification Standards, Revised 1997; DepEd Order No. 26, s. 2016, DepEd QS Manual for unique Positions-Revised 1995)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	2	Master's Degree in Education or other relevant Master's Degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
Crafts Education Demonstrator II	12	2	Bachelor's degree in Industrial Education and other relevant courses	1 year relevant experience	4 hours relevant	RA1080 (Teacher) Career Service (Professional) Appropriate Eligibility for Second Level Position
Nurse II	16	2	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (Accountant)




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Enclosure No. 2 to Division Memorandum No. 455, s. 2022

LIST OF DOCUMENTS TO BE SUBMITTED

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at bit.ly/OmnibusCOAV
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of Designation in a form of an Office Memo/Order (government employees);
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - b. Innovation
 - i. with permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)
 - c. Research & Development Projects
 - i. with permit to conduct research from appropriate office
 - ii. Copy of Research
 - iii. Report on outcome of research (if available)
 - d. Publication/Authorship
 - i. copy of the publication itself
 - ii. certification from the publisher
 - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium*
 - i. Letter of invitation/memorandum/program of activities
 - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any*
14. Other documents relevant to the position applied for

**In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment.*





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Enclosure No. 3 to Division Memorandum No. 455, s. 2022

JOB DESCRIPTION OF THE VACANT POSITIONS

<p>PUBLIC SCHOOLS DISTRICT SUPERVISOR</p>	<p>INSTRUCTIONAL SUPERVISION</p> <ul style="list-style-type: none"> ➤ Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. ➤ Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. ➤ Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education <p>TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT</p> <ul style="list-style-type: none"> ➤ Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing ➤ Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback ➤ Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. ➤ Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. ➤ Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed. <p>MONITORING AND EVALUATION</p> <ul style="list-style-type: none"> ➤ Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools. ➤ Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance. ➤ Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation
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	<p>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</p> <ul style="list-style-type: none"> ➤ Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum. <p>LEARNING OUTCOMES ASSESSMENT</p> <ul style="list-style-type: none"> ➤ Gather result of assessment reports per district and per school, per subject area and analyze performance gaps 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. <p>RESEARCH</p> <ul style="list-style-type: none"> ➤ Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation. <p>TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> ➤ Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions ➤ Coordinate with the EPS concerned to arrive at a technical assistance plan for each district. ➤ Coach the school head in implementing interventions related to curriculum implementation t and instructional delivery. ➤ Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools ➤ Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
<p>CRAFT EDUCATION DEMONSTRATOR II</p>	<ul style="list-style-type: none"> ➤ Conducts in-service training programs, workshops, seminars for teacher and other school officials in the country. ➤ Trains out-of-school youth, employable adults, teachers, and school officials of public and private schools as well as technicians and technologists of other agencies in handicrafts and cottage industries mainly in non-formal short-term training courses. ➤ Improves hand tools and small machines for handicrafts and cottage industries. ➤ Prepares and/or revises course guides, teaching aids and devise for use in training programs. ➤ Processes raw materials and supplies for use in home industries classes. ➤ Undertakes technological research on materials, supplies and machines used in handicrafts and cottage industries courses.





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	<ul style="list-style-type: none">➤ Plans and initiates the making of handicraft models with emphasis on new designs in the making of new products that may be adopted in home industries and schools.➤ Does related work
NURSE II	<ul style="list-style-type: none">➤ Provide quality nursing service to school populace under the four phases of School Health Program➤ Implements health education programs such as health promotion and disease prevention activities➤ Looks into the sanitation of the lunch counter and the selection, preparation and serving of food➤ Evaluates the nature and severity of patients problem utilizing nursing assessment skills (vision and hearing testing, height and weight taking and determines appropriate level of care needed).➤ Confers with teachers on the kind of follow-up needed by pupils.➤ Provides individual instruction, guidance and counseling on health problems, concerns, treatment and procedures.➤ Utilizes tested medicinal plants in the treatment of common ailment.➤ Initiates and implements health related projects.➤ Monitors and evaluates health and nutrition projects and programs implementation.➤ Follows-up cases of sick children, teachers and other school personnel through home/hospital visits.➤ Confers with parents/teachers concerning the health status of pupils/students➤ Initiates/Reactivates the organization of community health council.➤ Cooperates with agencies in emergencies and relief works during epidemics, disasters and calamities➤ Gives health lectures/talks to classes before and after any health activities.➤ Encourages wholesome interpersonal relationships.➤ Assists the administrator in the organization of a healthful school day.➤ Conducts health and nutrition survey and utilizes results for planning and research.➤ Participates in the evaluation of school health and nutrition projects and programs.➤ Establishes health and nutrition data bank.➤ Recommends medicine and other supplies for medical services in coordination with the medical officer.
ACCOUNTANT I	<ul style="list-style-type: none">➤ Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/external reporting purposes in conformity with generally accepted accounting standards and auditing rules.





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	<ul style="list-style-type: none">➤ Prepares periodic Financial Statements and other related reports in accordance with the 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.
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