

RELEASED
BY: *[Signature]*
DATE: FEB 2023 TIME: 10:20am



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

UNNUMBERED MEMORANDUM:

OSDS-SDS-UM-02-07-2023/RAAS

TO : Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/TICs
Teaching and Non-Teaching Personnel
Administrative Officers
All Others Concerned

FROM : By Authority of the Schools Division Superintendent:

[Signature]
MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent
Officer-In-Charge

DATE : February 7, 2023

SUBJECT : **ANNOUNCEMENT OF VACANCIES**

1. Attached is the notice from DepEd Regional Office V re: Announcement of Vacancies for the following positions:

POSITION	PLACE OF ASSIGNMENT
Education Program Supervisor	RO V - Quality Assurance Division
Administrative Aide VI	RO V - Administrative Division – Cash Section

2. Application letters together with the supporting documents must be submitted to DepEd RO V – Personnel Section **on or before 5:00 PM of February 17, 2023.**
3. For information and widest dissemination.

RAAS/ANNOUNCEMENT OF VACANCIES-RO V
012/FEBRUARY 7, 2023



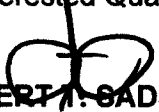
San Roque, Virac, Catanduanes
(052) 811-40-63
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www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes



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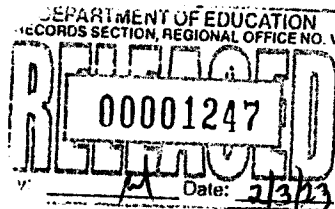
NOTICE

TO : All Interested Qualified Applicants

FROM : 
GILBERT A. SADSAD
Regional Director

SUBJECT : **ANNOUNCEMENT OF VACANCIES**

DATE : February 1, 2023



We are pleased to inform you that the following positions are now open for ranking to all interested qualified applicants.

NO.	POSITION	PLACE OF ASSIGNMENT
1	Education Program Supervisor	Quality Assurance Division
2	Administrative Aide VI	Administrative Division-Cash Section

Please find in a separate sheet the details (Salary Grade/Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities)) of the above-cited positions, for your guidance. Copy of this notice can be downloaded from our DepEd website at www.deped.gov.ph/regions/region-v.

Application letters, together with the following supporting documents for ranking (*with tabbing, following the arrangement of the requirements as listed below*) must be submitted to the Personnel Section on or before **5:00 PM of February 17, 2023**.

1. Personal Data Sheet (CS Form 212, Revised 2017) **together with the Work Experience Sheet**
2. Eligibility / Report of Board Rating and PRC Certification of Good Standing
3. Performance rating for the last three (3) rating periods
4. Updated Service Record
5. Copy of the previous appointment and/or Certificate of Employment (for private employees)
6. Copy of a Designation in a form of an Office Memo/Order (government employees); Certification re Designation (private employees)
7. Outstanding accomplishments *
 - a. Outstanding Employee Award
 - i. certificate/plaque of recognition
 - ii. copy of the memorandum
 - b. Innovations
 - i. with a permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)



Regional Center Site, Rawis, Legazpi City 4500

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✉ region5@deped.gov.ph



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- c. Research and Development Projects
 - i. with a permit to conduct research from appropriate office
 - ii. copy of the 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
8. Transcript of Records
 9. In-service trainings / seminars *
 10. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any) *
 11. Chair/Co-Chair in a technical/planning committee, if any*
 12. Sworn Omnibus Certification of authenticity and veracity of all documents submitted

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

The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Sworn Omnibus certification of authenticity (Item 12). Any violation will automatically disqualify the applicant from the selection process.

The Department of Education Regional Office No. V considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristic protected by law. This Office likewise upholds the value of equality and diversity into all elements of its recruitment, selection, and placement systems and adopts the Equal Employment Opportunity Principle (EEO).

Documents will be evaluated using DepEd Order No. 66, s. 2007 entitled Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.

The schedule of activities pertaining to the pre-evaluation of documents, final evaluation of documents, interview, and further assessment by the HRMPSB will be disseminated later.

Please be advised accordingly.

AD/PS/MATB
02/01/2023



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VACANCY ANNOUNCEMENT

Position: Education Program Supervisor	Salary Grade: 22
Monthly Salary: Php 71,511.00	Place of Assignment: Quality Assurance Division
Item No.: OSEC-DECSB-EPSVR-390025-2010	No. of Vacancy/ies: One (1)
QUALIFICATIONS	
Education	Master's degree in Education or other relevant Master's degree with specific area of specialization
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)
GENERAL OFFICE FUNCTIONS	
The Quality Assurance Division (QAD) provide the RO and SDOs with a guide in decision-making and policy directions compliant with standards of quality basic education by promoting accountability and transparency towards continuous improvement	
JOB PURPOSE	
<ul style="list-style-type: none"> • This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions. • Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement. 	
MAJOR TASKS (Duties and Responsibilities)	
<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. <p>Progress M&E</p> <ul style="list-style-type: none"> ○ 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. 	

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Position: Administrative Aide VI		Salary Grade: 06	
Monthly Salary: Php 17,553.00		Place of Assignment: Administrative Division-Cash Division	
Item No.: OSEC-DECSB-ADA6-390023-2004		No. of Vacancy/ies: One (1)	

REQUIREMENTS	
Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Subprofessional) /First Level Eligibility

GENERAL OFFICE FUNCTIONS
The Administrative Services Division (ASD) provides RO and stakeholders with client-focused administrative support services

JOB PURPOSE

- To assist and provide administrative support in the effective and efficient operation of the Cash Section
- Provides clerical support in the performance of functions related to cashiering and other transactions in the Cash Section.

MAJOR TASKS (Duties and Responsibilities)

- CASH COLLECTION**
- Assist Cashiers in receiving and counting cash and checks, collecting fees (e.g. registration) as assigned, and issuing receipts for money received
 - Assist Cashiers in reconciling cash and check collections with receipts
 - Record cash receipt vouchers and other documents to ledgers and cash registry
 - Prepare daily collection reports for review and validation of Cashier.
- DISBURSEMENT AND REMITTANCES**
- Enter records of disbursements in the books of accounts
 - Perform initial reconciliation for review and validation of Cashiers.
- RECORDS AND FILES**
- Receive, record and route documents addressed to the Cash Section by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.
 - Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
 - Document proceedings and agreements of meetings as assigned and distribute copies of the minutes to concerned parties as well as files a copy for future reference.
 - Notes whereabouts of cash staff to be able to respond to inquiries of those needing to meet them.

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERACITY OF DOCUMENTS**

I, _____, Filipino, of legal age, and residing at _____ at under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements for the position of _____ at the Department of Education Regional Office V.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____ 2023.

Notary Public





Magandang Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl.: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.
Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation *en banc*.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up, *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, ~~whenever possible,~~ whose over-all point scores are comparatively at par with ~~each other~~ based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary
Vice-Chairperson: Assistant Secretary
Members:

Head of Office where the vacancy exists
Chief, Personnel Division
One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director
Members:

Chief of the Division/Unit where the vacancy exists
Chief, Administrative Division
Chief Administrative Officer V (HRMO III)
One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent
Members:

Head of the school where the vacancy exists
Administrative Officer V
Administrative Officer II (HRMO I)
President of the Division DepED Employees' Union/Non-
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:

Chairperson: Principal/School Head

Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head

Members: Department Head where vacancy exists

Department Head

Administrative Officer

President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated credible competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head

Members: Two (2) Department Heads

Administrative Officer

President of Employees' Union/President of

Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

EDUCATION GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation
- Co-authorship of a book
(shall be divided by the number of authors)
- Sole authorship of a book

**c. ~~Committee~~ Resource Speaker in Trainings/Seminars/
Workshops/Symposia**

- District level
- Division level
- Regional level
- National level
- International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training
e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level
conducted for at least three (3) days not credited during the last
promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days
not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

This refers to the capacity and ability of a candidate to assume the duties of
the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the
potentials of the candidate based on each of the following components:

1. Communication Skills
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with
marked command of the language used.

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. SANCTIONS

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
	35	35	30
A. Performance Rating <i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
	5	5	10
B. Experience <i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
	20	5	20
C. Outstanding Accomplishments (Professional Accomplishments)			
a. Outstanding Employee Award	4	1	4
b. Innovations	4	1	4
c. Research & Development Projects	4	1	4
d. Publication/Authorship	4	1	4
e. Consultant/Resource Speaker in Trainings/Seminars	4	1	4
	25	10	15
D. Education			
• Complete Academic Requirements for Master's Degree	10	6	7
• Master's Degree	15	7	10
• Complete Academic Requirements for Doctoral Degree	20	9	13
• Doctoral Degree	25	10	15
	5	10	10
Training <i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
• District Level	1	2	2
• Division Level	2	4	4
• Regional Level	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
• National Level	4	8	8
• International Level	5	10	10

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100