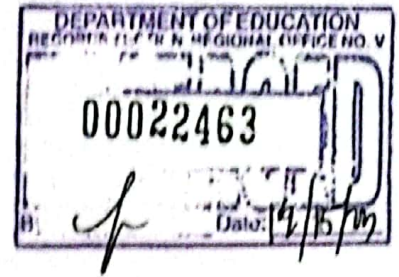




Republic of the Philippines
Department of Education
 REGION V - BICOL



14 Dec 2023

REGIONAL MEMORANDUM
 No. 000770, s. 2023

ANNOUNCEMENT OF VACANCIES

To : Schools Division Superintendents/OIC-SDSs
 Division/Section/Unit Chiefs of this Office
 All DepEd RO Employees
 All Others Concerned

1. 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	Chief Administrative Officer	Finance Division (FD)
2	Education Program Supervisor	Curriculum and Learning Management Division (CLMD)
3	Administrative Officer I	Administrative Division-Asset Management Section (AD-AMS)

2. 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 through the Records Section **on or before 5:00 PM of December 28, 2023.**

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. 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;



[Handwritten Signature]

Regional Center Site, Rawls, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

- 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 attached form (*Annex A*), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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;

The components of Outstanding Accomplishments are as follows:

- a. Awards and Recognition;
 - b. Research and Innovation;
 - c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
 - d. Resource Speakership/Learning Facilitation; and
 - e. NEAP Accredited Learning Facilitator
- ii. Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (2i) is not relevant to the position to be filled, if applicable.

3. Individuals who failed to submit complete mandatory documents (items 2a to 2j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the set deadline.

5. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item 2j), duly signed by the applicant. The HRMO shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.

7. An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from the submission of documentary requirements listed in item no. 2.

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8. This Office shall adopt an Open Ranking System and documents will be evaluated using Enclosure Nos.4 and 5 to DepEd Order No. 7, s. 2023 entitled Guidelines on Recruitment, Selection, and Appointment in the Department of Education, copy enclosed.

9. Please find in separate sheets 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 memorandum can be downloaded from our DepEd website at www.deped.gov.ph/regions/region-v and Facebook page at DepEd Region V - Bicol.

10. 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 in all elements of its recruitment, selection, and placement systems and adopts the Equal Employment Opportunity Principle (EEOP).

11. 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.

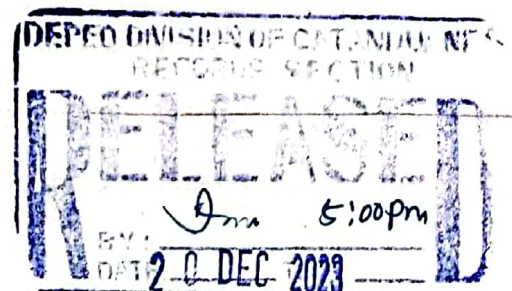
12. Widest dissemination of this Memorandum is earnestly desired.


GILBERT T. SADSAD
Regional Director

References: DepEd Order No. 19, s. 2022
DepEd Order No. 7, s. 2023
Republic Act No. 7041
CSC MC No. 14, s. 2018


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

HIRING	QUALIFICATIONS	EVALUATION
AD-PS/math 12/14/2023		Department of Education Division of Catanduanes
TO	Assistant Schools Division Superintendent Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors/In-Charge of Districts Elementary and Secondary School Heads Administrative Officers (Elementary & Secondary) All Others Concerned	



For wide dissemination.

By Authority of the Schools Division Superintendent


EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge

POSITION PROFILE

Position: Chief Administrative Officer	Salary Grade: 24
Monthly Salary: Php 90,078.00	Place of Assignment: Finance Division
Item No.: OSEC-DECSB-CADOF-390002-2004	No. of Vacancy/ies: One (1)

QUALIFICATION STANDARDS

Education	Master's degree or Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/management experience
Training	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility	Career Service Professional / Second Level Eligibility

GENERAL OFFICE FUNCTIONS

The Finance Division provides the Regional Office units and Schools Division Offices (SDOs) with accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.

JOB PURPOSE

To provide advice to the Regional Director on the financial resources of the Region and its utilization and provide services in budgeting, accounting, payroll processing, reporting, and coordinating with government oversight and fiscal agencies in order to ensure judicious expenditures, to support and attain the Department's vision, mission and goals.

MAJOR TASKS (Duties and Responsibilities)**Finance, Budget, Payroll Systems**

- Install and implement in the region the required financial systems (budgeting, accounting, payroll processing, and reporting) for improved productivity, efficiency, and timely completion of government transactions
- Prepare and consolidate budget proposals including supporting justifications and explanations
- Prepare/process the following:
 - Fund estimates to support the Region's plans and programs subject to set budgetary ceilings and assist in the execution and control of the approved budget of the Region; and
 - Payrolls and salary checks/ ATMs of all public elementary and non-IUs secondary school teachers and non-teaching personnel, including remittances of authorized deductions and maintain records of the same, coordinate with other government agencies like GFI's, BIR, etc.
 - Financial transactions
- Certify as to the availability of funds and/or allotments.
- Maintain the books of accounts and registries.
- Prepare, consolidate, and submit financial statements and other accountability reports
- Provide the Regional Director with the necessary advice, assistance, and services on budgetary, and financial management matters;
- Develop and establish procedures for monitoring and supervision of schools divisions' financial resources
- Formulate, in coordination with the RDC, the budget to support the regional educational plan which shall take into account the educational plans of the divisions

Technical Assistance to Field Operating Units

- In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services

Financial Monitoring and Evaluation

- Monitor and assess the schools divisions regarding:
 - Resource mobilization and utilization; and
 - Compliance with the existing rules and regulations

POSITION PROFILE	
Position: Education Program Supervisor	Salary Grade: 22
Monthly Salary: Php 71,511.00	Place of Assignment: Curriculum and Learning Management Division (CLMD)
Item No.: OSEC-DECSB-EPSVR-390026-2010	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
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 Curriculum and Learning Management Division (CLMD) supervises the Schools Division Offices in full implementation of the Basic Education Curriculum (BEC) towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.	
JOB PURPOSE	
<ul style="list-style-type: none"> To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects. To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator) 	
MAJOR TASKS (Duties and Responsibilities)	
Management of Curriculum Implementation <ul style="list-style-type: none"> Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal 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 <ul style="list-style-type: none"> 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. 	

MAJOR TASKS (Duties and Responsibilities)

Learning Delivery

- Conduct evaluation and submit recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions.
- Recommend publication of effective practices on learning 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

- Conduct monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Draft 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.
- Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools division.
- Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

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POSITION PROFILE	
Position: Administrative Officer I	Salary Grade: 10
Monthly Salary: Php 23,176.00	Place of Assignment: Administrative Division- Asset Management Section
Item No.: OSEC-DECSB-ADOF1-390004-2004	No. of Vacancy/ies: One (1)
QUALIFICATIONS	
Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Professional / Second Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Administrative Services Division (ASD) provides RO and stakeholders with client-focused administrative support services	
JOB PURPOSE	
To assist the AO V-Asset management section in providing services to the management and staff of the RO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance, and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and, facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space	
MAJOR TASKS (Duties and Responsibilities)	
POLICIES, STANDARDS, GUIDELINES, SYSTEMS	
<ul style="list-style-type: none"> ▪ Draft and submit suggestions related to Asset Management policies and guidelines based on observations from operations and feedback from clients/users for the consideration of AO V –Asset Management Section. ▪ Provide inputs to the design/ localization of forms and tools utilized for asset management to make it useful for the needs of the regional users. 	
PROCUREMENT AND ACQUISITION	
<ul style="list-style-type: none"> ▪ Perform phases of supply management functions such as procurement of supplies and materials at DBM-PS, equipment, and others using various modes of procurement ▪ Determine actual needs of requesting parties, checks requisitions, and prepares agency procurement requests (APR) based on existing stocks and needs ▪ Make canvass of competitive prices of goods in the open market, prepares an abstract of bids in case of an alternative mode of procurement ▪ Prepare contracts/purchase orders 	
CUSTODIANSHIP	
<ul style="list-style-type: none"> ▪ Check and receive deliveries based on contract and Purchase Order (PO). ▪ Check and account deliveries based on contracts/purchase orders or any appropriate document either locally/division/region/central office procured or donated and stores them accordingly ▪ Issue items to end users using appropriate forms such as ICS, ARE, IRP, RIS, etc. ▪ Ensure safety and proper storage of SME while in custody ▪ Preparation of Requisition for SME requested by other offices in the region ▪ Maintain stocks, conduct inventory, maintain accurate records of all properties, and prepare reports as to items issued every month, inventory reports, etc. 	
ASSET DISPOSAL	
<ul style="list-style-type: none"> ▪ Segregate unserviceable PPEs. ▪ Recommend the disposal of unserviceable PPEs. ▪ Prepare and maintain periodic disposal reports. 	

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MAJOR TASKS (Duties and Responsibilities)

INVENTORY REPORTS

- Lead and manage the conduct of the physical count of plant, properties, and equipment and submit a report with recommendations to management for decisions and action.
- Review Inventory Reports of Supplies, Materials, and Equipment and conducts random ocular checks on such to validate reports and recommendations to management.
- Review Inventory Report of Unserviceable Properties and Waste Materials and submit to management for actions and decisions.
- Monitor/obtain report of centrally procured textbook/management/ equipment delivered in the division/ school, integrates, and analyzes report and submits recommendation to management based on findings

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CHECKLIST OF REQUIREMENTS

Annex C

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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 available			
f. Photocopy of Certificate/s of Training, if applicable			
g. 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 Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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 CONSENT

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) (where 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.