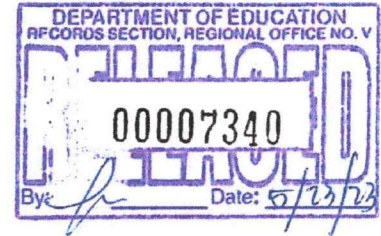




Republic of the Philippines
Department of Education
 REGION V - BICOL



Office of the Regional Director

May 22, 2023

REGIONAL MEMORANDUM
 No. 122, s. 2023

ANNOUNCEMENT OF VACANCIES

To : Schools Division Superintendents/OIC-SDSs
 Division/Section/Unit Chiefs of this Office
 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	Attorney III	Office of the Regional Director-Legal Unit
2	Administrative Officer V	Administrative Division-Asset Management Section
3	Computer Programmer II	Office of the Regional Director-ICT Unit

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 thru the Records Section **on or before 5:00 PM of June 5, 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;
- 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;
- 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;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents

Handwritten signature

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, such as 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 with 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 No. 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 into 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



Republic of the Philippines

Department of Education

Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

May 30, 2023



TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All Others Concerned

For widest dissemination of all concerned.



SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

POSITION PROFILE	
Position: Attorney III	Salary Grade: 21
Monthly Salary: Php 63,997.00	Place of Assignment: Office of the Regional Director-Legal Unit
Item No.: OSEC-DECSB-ATY3-390001-2021	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor of Laws
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080
GENERAL OFFICE FUNCTIONS	
The Legal Unit provides prompt and responsive legal services to the stakeholders of the region to ensure integrity and accountability in public service, and the efficient delivery of quality basic education.	
JOB PURPOSE	
The Attorney III assists the Attorney IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through: <ul style="list-style-type: none"> • Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and • Effective and efficient delivery of in-house legal services. <p>S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.</p>	
MAJOR TASKS (Duties and Responsibilities)	
IMPARTIAL, EVIDENCE-BASED, AND SPEEDY DISPOSITION OF COMPLAINTS AND CASES (INCLUDES PRIVATE SCHOOL MATTERS) <ul style="list-style-type: none"> • Evaluates and makes recommendations on complaints • Evaluates and makes recommendations on matters/issues involving private schools • Conducts preliminary/fact finding investigation in sensitive and complex complaints, including matters concerning private schools • Appears in hearings/proceedings for the prosecution of administrative cases • Prepares resolution, formal charge, decision, comment for cases on appeal and other pleadings • Drafts decisions and other actions on complaints filed against private schools 	
EFFECTIVE AND EFFICIENT IN-HOUSE GENERAL LEGAL SERVICES <ul style="list-style-type: none"> • Prepares legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department • Prepares/recommends replies or actions on legal matters • Drafts/reviews contracts, agreements and other legal instruments • Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction • Assists in cases handled by the Office of the Solicitor General • Appears in tribunals and administrative bodies in behalf of RO/SDO • Performs other functions as may be assigned by the appropriate authority 	

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MAJOR TASKS (Duties and Responsibilities)**REGULAR MONITORING AND TIMELY SUBMISSION OF REPORTS ON MATTERS WHICH ARE REQUIRED BY LAW**

- Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules
- Assists the Attorney IV in representations and coordination tasks for the Legal Unit

LEGAL SERVICE TO SDOs WITHOUT ATTORNEY III POSITIONS/APPOINTEES

- Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO
- Assists Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested
- Evaluates requests for clearance and certification on pendency and non-pendency of administrative case
- Assists the Office of the Schools Division Superintendent in safeguarding the Department's rights and interests on school sites
 - Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of schools sites
 - Prepares/reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration)
 - Coordinates with appropriate authorities for issues/concerns relating to school sites
 - Conducts ocular inspection on school sites to validate issues and concerns.
- Assists the OSDs in the timely submission of report on matters which are required by law and rules
- Leads and manages the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP), as may be applicable
- Performs other tasks as may be assigned by the SDS

POSITION PROFILE	
Position: Administrative Officer V	Salary Grade: 18
Monthly Salary: Php 46,725.00	Place of Assignment: Administrative Division - Asset Management Section
Item No.: OSEC-DECSB-ADOF5-390009-2004	No. of Vacancy/ies: One (1)
QUALIFICATIONS	
Education	Bachelor's Degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional)/ Second Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services	
JOB PURPOSE	
<ul style="list-style-type: none"> To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education. To provide the regional management with technical advice in the management and administration of the regional office. 	
MAJOR TASKS (Duties and Responsibilities)	
POLICIES AND GUIDELINES	
<ol style="list-style-type: none"> Drafts and submits for approval regional memos and letters related to Asset Management policies and guidelines and disseminates such when approved. Conducts periodic field monitoring and evaluation on the implementation of asset management (supply and property management) policies and guidelines in order to submit recommendations for enhancement and improvements. Designs/ localizes forms and tools utilized for asset management to make it useful for the needs of the regional users. 	
PROCUREMENT AND ACQUISITION	
<ol style="list-style-type: none"> Signs purchase requests upon verification from pertinent documents (e.g. procurement plan, etc) and issues vouchers covering property to be purchased Monitors stock issuances and demands to ensure availability of critical items Makes recommendations in determining the kind and quality of supplies, materials and equipment to be purchased based on feedback from users, to get the best available product 	
CUSTODIANSHIP	
<ol style="list-style-type: none"> Validates deliveries based on contract and Purchase Order (PO). Maintains custodianship of all records of property and assets of the regional office for operational and legal use. Conducts periodic inventory report of property and assets to assess their status and make recommendations as to actions needed by management. Recommends and procures insurance for valuable properties and assets of the company. Prepares and submits claims to insurance companies on damaged properties as necessary to recoup loss or make replacement. Keeps record of bondable and accountable employees and officials as basis for issuing clearance upon separation or retirement from the agency. 	
ASSET DISPOSAL	
<ol style="list-style-type: none"> Reviews disposal request based on recommendation. Endorses approval of disposal request. 	

MAJOR TASKS (Duties and Responsibilities)

INVENTORY REPORTS

1. Leads and manages the conduct of the physical count of plant, properties and equipment and submit report with recommendations to management for decisions and action.
2. Reviews Inventory Report of Supplies, Materials and Equipment and conducts random ocular checks on such to validate report and recommendations to management.
3. Reviews Inventory Report of Unserviceable Properties and Waste Materials and submits to management for actions and decisions.
4. Monitors/obtains report of centrally procured textbook/management/ equipment delivered in the division/ school, integrates, and analyzes report and submits recommendation to management based on finding

TECHNICAL ASSISTANCE

1. Conducts Property and Supply management (PSM) training to Schools Division Supply Officers and Property Custodian.
2. Monitors SDO reports on PPE/ Inventory and Textbook Inventory and provides technical assistance when needed

PERFORMANCE MANAGEMENT

1. Regularly monitors and evaluates employee performance.
2. Provides coaching and guidance to the subordinates in the performance of their functions
3. Monitors and evaluates individual and unit performance against set targets and KPIs.
4. Prepares and manages the work plan and budget for the Asset Management Section and submits this to be part of the RO Budget.
5. Manages personnel work assignment to ensure equitable work distribution towards accomplishment of Asset Management services goals and targets.
6. Integrates and submits accomplishment report of Asset Management Services to inform RO management of progress, issues, and challenges for corrective action.
7. Conducts performance appraisal feedback and ratings on direct reports towards continues improvement of performance.
8. Attends management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section.
9. Cultivates a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems



POSITION PROFILE	
Position: Computer Programmer II	Salary Grade: 15
Monthly Salary: Php 36,619.00	Place of Assignment: Office of the Regional Director - ICT Unit
Item No.: OSEC-DECBSB-COMPRO2-390061-2014	No. of Vacancy/ies: One (1)
QUALIFICATIONS	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional)/Second Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Information and Communication Technology Unit (ICTU) provides support to regional office personnel and Division Information Technology Officers (DITOs) to ensure quality services through delivery and deployment of ICT-enabled solutions and services.	
JOB PURPOSE	
<ul style="list-style-type: none"> To assist the IT officer by creating, designing and interpreting ICT based solutions to enhance the delivery of education services and government functions. To rewrite, debug, maintain and test new systems as appropriate. 	
MAJOR TASKS (Duties and Responsibilities)	
<p>ICT Programs and Project Implementation</p> <ul style="list-style-type: none"> Provides support in the implementation of the CO and RO ICT programs <p>Solutions Design and Development</p> <ul style="list-style-type: none"> Analyzes solutions design and program specifications to determine appropriate programming approach/strategy through design consultations with Systems Analyst and Systems architect. Codes and tests programs in accordance with programming standards and test criteria to ensure that system components are working according to design specifications. Participates in systems and integration testing to ensure that all components work as one system and design specifications are satisfactorily met. Assists in system deployment and implementation to operationalize the system by providing technical support. Assists in capacity building by providing technical support in the development and conduct of training programs and appropriate courseware in accordance with the training plan <p>Systems Administration</p> <ul style="list-style-type: none"> Administers the day-to-day operation of ICT systems installed (inclusive of application systems, database management systems, server systems and network and communication system) through an efficient, effective and automated monitoring system to ensure high availability, reliability and security and adhering to service level standards Fine tunes and adjusts programs to respond to emerging requirements, findings and recommendations from the periodic system review and evaluation to ensure system relevance, efficiency and effectiveness. Coordinates in the M&E of the software deployment by verifying if the system design meets performance criteria; Develops and maintains documentation of programs in accordance with standards to ensure maintainability of program codes 	

MAJOR TASKS (Duties and Responsibilities)

ICT Programs and Projects Monitoring and Evaluation (M&E)

- Assists in the development of systems and tools to monitor ICT in the region.
- Gathers data and provides inputs to reporting the progress of systems utilization, ICT plans, programs and project implementation to generate feedback and maintain management support through participation in the implementation of an M&E system within the regional office and schools division

ICT Technical Assistance

- Provides support in capacitating division, schools and learning centers to operate ICT systems.
- Gathers data to identify ICT needs of the region and schools division and help them prioritize their needs
- Assists in the development and identification of ICT solutions to identified priority needs of the regions and schools division.
- Assists in providing the division, schools and learning centers with updates on breakthrough ICT technology in educational delivery and governance towards increased learning possible adoption



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/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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 (f) 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