



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

19 Feb 2024

REGIONAL MEMORANDUM  
 No. 000175, s. 2024

**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	Education Program Supervisor	Quality Assurance Division (QAD)
2	Teaching-Aids Specialist	Curriculum and Learning Management Division (CLMD)-Learning Resource Management and Development Section (LRMDS)

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 March 04, 2024.**

- 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

0193

- 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, 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 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.
8. This Office shall adopt an Open Ranking System and documents will be evaluated using Enclosure No.4 to DepEd Order No. 7, s. 2023, titled "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](http://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 (EEO).
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 F. 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/matb  
02/19/2024



<b>POSITION PROFILE</b>	
<b>Position:</b> Education Program Supervisor	<b>Salary Grade:</b> 22
<b>Monthly Salary:</b> Php 71,511.00	<b>Place of Assignment:</b> Quality Assurance Division (QAD)
<b>Item No.:</b> OSEC-DECSB-EPSVR-390019-2010	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
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)
<b>GENERAL OFFICE FUNCTIONS</b>	
The Quality Assurance Division (QAD) monitors and evaluates the performance of RO units and SDOs on the compliance to statutory and regulatory policy standards and requirements for the continuous improvement of organizational performance and delivery of basic education services.	
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>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 the 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.</li> </ul>	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Quality Assurance Standards and Policy Formulation &amp; Adoption</b></p> <ul style="list-style-type: none"> <li>Provide data/information gathered from national issuances, internal and external research findings, M&amp;E and TA reports as inputs for the development and adjustments of the Regional QA-M&amp;E and Assessment frameworks which serve as bases for the implementation of a Quality Management System (QMS).</li> <li>Design QA-M&amp;E processes and tools to operationalize the QMS framework of the region</li> <li>Coordinate 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).</li> <li>Organize the formation, training, and practice of M&amp;E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems.</li> <li>Facilitate group processes for the review of existing national standards for its localization as appropriate to the region.</li> <li>Coordinate and facilitate the processes for preparing standards and guidelines for quality-assuring regional core processes.</li> <li>Prepare QMS Manuals and Guidelines in various formats and mediums as easy reference for various users and audiences in the region.</li> </ul> <p><b>Progress M&amp;E</b></p> <ul style="list-style-type: none"> <li>Coordinate and facilitate 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.</li> <li>Monitor 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.</li> <li>Conduct monitoring and evaluation of the performance of private schools in the region to assess compliance with educational quality standards.</li> <li>Prepare M &amp; E reports (areas of strengths and areas for improvements) as the basis for Technical Assistance of the FTAT in the assigned schools divisions.</li> </ul>	

92



### **MAJOR TASKS (Duties and Responsibilities)**

- Monitor and assess the implementation of national and regional programs and projects to obtain information for making recommendations on program/project adjustments to ensure the attainment of program/project goals and objectives.

#### **Results M&E**

- Prepare for the regional office management an annual report on the performance of the regional office against education outcome indicators.
- Prepare for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes.
- Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges.
- Prepare the regional management committee (RD and SDSs) an annual report on the performance of private schools in the region and compliance with educational quality standards
- Perform assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of the school's compliance to requirements and standards of quality basic education, in order to provide a sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school.
- Identify, gather data/research, ensure accuracy, and document best practices on quality management from the region, schools divisions, and public and private schools to provide the basis for sharing and dissemination and possible implementation by others.

#### **Coordination with Other RO Units**

- Assist the Chief of QAD in communicating M & E results to concerned FDs/Units and schools division management teams.
- Participate in designing and crafting REDP that will set the strategic directions for the region.
- Assist the PPD in the review and validation of the DEDP to determine its alignment with the strategic direction of the region.

#### **Technical Assistance**

- Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as the basis for the region's provision of technical assistance.
- Work with the QAD functional division team to identify and provide interventions to respond to QAD-related concerns of the schools division in the region.

#### **Unit Performance**

- Describe accurately the functions performed and submit promptly performance reports to the Chief of QAD.
- Attend and participate in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit.
- Get involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit.

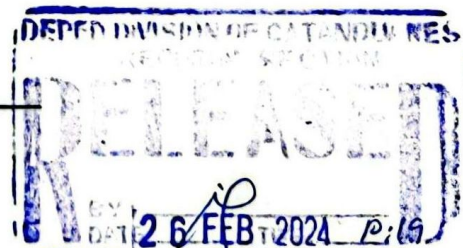
Q



<b>POSITION PROFILE</b>	
<b>Position:</b> Teaching-Aids Specialist	<b>Salary Grade:</b> 11
<b>Monthly Salary:</b> Php 27,000.00	<b>Place of Assignment:</b> Curriculum and Learning Management Division (CLMD)-Learning Resource Management and Development Section (LRMDS)
<b>Item No.:</b> OSEC-DECSB-TAS-390002-1998	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
Education	Bachelor's degree in Education or its equivalent
Experience	None required
Training	None required
Eligibility	PBET; Teacher; Career Service (Professional); Appropriate eligibility for Second Level Position
<b>GENERAL OFFICE FUNCTIONS</b>	
The Curriculum and Learning Management Division (CLMD) manages and collaborates with the Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.	
<b>JOB PURPOSE</b>	
To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules for content developers (writers, illustrators, editors, QA reviewers) and target outputs, and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and layout artist etc.)	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>LR Teams</b></p> <ul style="list-style-type: none"> <li>Provide support in coordinating the formation of the LR Development Teams of the regional office.</li> <li>Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team.</li> <li>Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.</li> </ul> <p><b>LR Technical Competencies</b></p> <ul style="list-style-type: none"> <li>Search and maintain a "Directory of Human Resources" with LR-required skills (writers, editors, illustrators, creative and layout artists, etc.) to provide LR Development teams with a ready pool of resources as needed.</li> <li>Coordinate and prepare a draft of the Terms of References of talent and service providers for the LR Development Teams.</li> <li>Coordinate and prepare the draft Contracts for sourced talents and service providers.</li> <li>Coordinate the needs and requirements of contracted service providers to follow through with fulfillment of TOR/ contract and payment for their service.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>Gather data and provide initial analysis as inputs to TA needs with regard to the LRMDS and plans to improve access to learning resources of schools division and schools.</li> <li>Provide technical support in the delivery of interventions to respond to the LR needs of schools division</li> </ul>	



Republic of the Philippines  
 Department of Education  
 Region V - Ilocos  
 SCHOOLS DIVISION OFFICE 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 information and wide dissemination.

*Socorro V. Dela Rosa*  
 SOCORRO V. DELA ROSA, CESO V  
 Schools Division Superintendent