



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 30, 2020

REGIONAL MEMORANDUM

No. **212**, s. 2020

**EXTENSION OF ACCEPTANCE OF APPLICATION DOCUMENTS
FOR SPECIAL INVESTIGATOR III POSITION**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. Due to limited number of applications received and in view of the current emergency situation in light of COVID-19, the acceptance of application documents for the position of **Special Investigator III** is hereby extended from March 30, 2020 to **April 15, 2020**.
2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply and may submit their Letter of Intent supported with the following documents:
 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 2. Approved Performance Ratings for the last three (3) consecutive rating periods prior to screening (*for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017*) (1 copy of each rating period);
 3. Authenticated copy of PRC license/CSC eligibility rating (1 copy);
 4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy).
 5. Updated Service Records (1 copy);
 6. Copy of previously approved appointment (1 copy);
 7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate and supporting documents);
 8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (*Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years whichever is later*) (1 copy of each certificate);

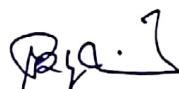


Government Center, Candahug, Palo, Leyte
(053) 323-3156 | region8@deped.gov.ph
ISO 9001:2015 Certified

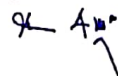
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9. Authorship of books, articles (*published in a journal/newspaper/magazine of wide circulation*), research (*properly documented and implemented in schools, district, division, region*), innovations (*innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official*) (*attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the author/s*), etc.
 10. Designation Orders; and other documents that have bearing in the evaluation.
3. Attached is a copy of the request for publication in the Civil Service Commission Website with the Qualification Standards of the said position for reference.
 4. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said positions.
 5. Qualified applicants shall be notified thru a letter, text or call on the schedule of screening/interview.
 6. Immediate dissemination of and strict compliance with this Memorandum are desired.



RAMIR B. UYTICO EdD, CESO IV
Director IV



Enclosure: Request for Publication

References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT

INVITATION TO APPLY


VACANT POSITIONS

AD-PS-EDR

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website.


RAMIR B. UYTICO EdD, CESO IV
Director IV

Date: 17-Mar-20

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|---|---------------------------------|-------------------|---------------------------------------|------------------------------|--------------------------------|--|---|--|
| | | | | | Education | Training | Experience | Eligibility | Competency applicable) (if | |
| 1 | Special Investigator III | OSEC- DECSB- SPI3-540016- 2014 | 18 | 42159 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level eligibility | Investigation, Technical and Legal Assistance, Self Management (Personal Effectiveness), Interpersonal Effectiveness, Communication, Technical/Conceptual Skills, Analytical Thinking, Attitude, Aptitude, Management, Leadership | Office of the Regional Director-Legal Unit |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 30, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph (3 copies).
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017 (1 copy of each rating period)).
3. Authenticated copy of PRC license/CSC eligibility (3 copies).
4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy).
5. Updated Service Records, if any (1 copy).
6. Copy of previously approved appointment, if any (1 copy).