February 19, 2020

REGIONAL MEMORANDUM
No. 111 s. 2020

ANNOUNCEMENT OF VACANT POSITIONS IN THIS OFFICE AND INVITATION TO APPLY

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This is to announce the following vacant positions in this Office:

No of Vacancy	***Position Title***	***Salary Grade***	***Assignment***
One (1)	**Education Program Specialist II**	**16**	**PPRD**
One (1)	**Administrative Assistant I**	**7**	**ORD-PAU**

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 not later than **March 2, 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;
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);

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 positions 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

CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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, Ed.D., CESO IV
Director IV

Date: 19-Feb-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 (if applicable)	
1	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-540040-2014	7	16458	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	NA	Office of the Regional Director-Public Affairs Unit
2	Education Program Specialist II	OSEC-DECSB-EPS2-540005-1998	16	35106	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position	Management of Education Data Management System; Planning Frame, Systems and Plans; Localization of Policies and Standards; Management of Research; Self-management (Personal Effectiveness); Interpersonal Effectiveness; Communication; Thinking/Conceptual Skills; Attitude; Aptitude	Policy, Planning and Research Division

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 2, 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);
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);
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);
9. Authorship of books, articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.; and
10. Designation Orders; and other documents that have bearing in the evaluation.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAMIR B. UYTICO EdD, CESO IV
Director IV
Department of Education, Regional Office No. VIII, Government Center, Candahug, Palo, Leyte 6501
region8@deped.gov.ph

NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.