



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

March 2, 2021

REGIONAL MEMORANDUM

No. **106**, s. 2021

**ANNOUNCEMENT OF THE VACANT POSITION 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 position in this Office and invitation to apply:

| <u>No of Vacancy</u> | <u>Position Title</u> | <u>Salary Grade</u> | <u>Assignment</u> |
|----------------------|------------------------------|---------------------|-------------------------------------|
| One (1) | Education Program Supervisor | 22 | Human Resource Development Division |

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 and Personal Data Sheet (CS Form No. 212, Revised 2017) supported with the documents indicated in the enclosure not later than **March 17, 2021**.

3. Attached are the qualification standards, criteria, points, and supporting documents for reference. Application documents may be submitted through the Guard on Duty or email at: **records.region8@deped.gov.ph** cc **personnel.region8@deped.gov.ph** or via courier addressed to:

The Regional Director
Department of Education
Regional Office VIII
Government Center, Candahug, Palo, Leyte 6501

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 through a letter, email, text or call on the schedule of screening/interview.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Enclosure: Request for Publication

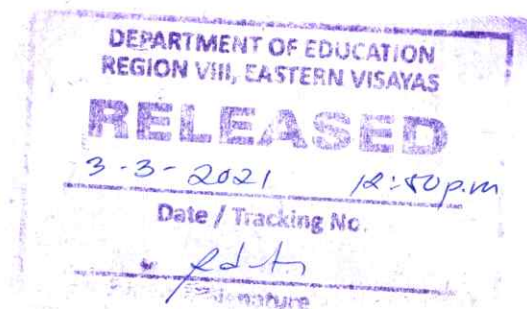
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT

INVITATION TO APPLY

VACANT POSITIONS



AD-PS-EDR

Enclosure to Regional Memorandum No. _____, s. 2021

Qualification Standards for the Position

| Qualification Standards | | Means of Verification |
|-------------------------|---|--|
| Education | Master's degree in Education or other relevant Master's degree with specific area of specialization | Transcript of Records; Certification of Completed Academic Requirements |
| Experience | 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher | Appointment; Service Records |
| Training | 8 hours of relevant training | Certificate of Completion or Participation |
| Eligibility | RA 1080 (Teacher) | PRC license |

**Criteria, Points, and Supporting Documents
(per DepEd Order No. 66, s. 2007)**

| CRITERIA | POINTS | SUPPORTING DOCUMENTS |
|---|-----------|---|
| A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i> | 35 | <ul style="list-style-type: none"> Individual Performance Review Commitment and Review Form (IPCRF) <ul style="list-style-type: none"> - For School Year: 2019-2020, 2018-2019, 2017-2018 - For Calendar Year: 2020, 2019, 2018 |
| B. EXPERIENCE <i>(must be relevant to the duties and functions of the position to be filled)</i> | 5 | <ul style="list-style-type: none"> Appointment Service Record Certificate of employment Job Contract or Memorandum of Agreement Designation Orders |
| C. OUTSTANDING ACCOMPLISHMENTS <i>(Meritorious Accomplishments)</i> | 20 | |
| a. Outstanding Employee Award/Other Outstanding Accomplishments | 4 | <ul style="list-style-type: none"> Certificates/Plaques of Recognition or Appreciation |
| b. Innovations | 4 | <ul style="list-style-type: none"> Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office Certificate signed by the Head of |

| | | |
|--|-----------|---|
| | | <p>Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office</p> <ul style="list-style-type: none"> • Certification signed by the Head of Office on the extent of implementation of the office |
| c. Research and Development Projects | 4 | <ul style="list-style-type: none"> • Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office • Certification from the Research Committee on the scope of the Research Locale as to where it was conducted |
| d. Publication/Authorship | 4 | <ul style="list-style-type: none"> • Copy of the book, magazine or publication where article is written with name of the author indicated; or certification of the authorities concerned |
| e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium | 4 | <ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation |
| D. EDUCATION AND TRAINING | | |
| <u>Education</u> | 25 | <ul style="list-style-type: none"> • Transcript of Records • Certification for Completed Academic Requirements |
| • Complete Academic Requirements for Master's Degree | 10 | |
| • Master's Degree | 15 | |
| • Complete Academic Requirements for Doctoral Degree | 20 | |
| • Doctoral Degree | 25 | |
| Training | 5 | <ul style="list-style-type: none"> • Certificates of completion or participation |

| | | |
|--|--|--|
| Participant in a specialized training, e.g. scholarship programs, short courses, study grants. | <i>One point for every month of attendance but not to exceed ten (10) points</i> | |
| Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions. | | |
| <ul style="list-style-type: none"> • District Level • Division Level • Regional Level | <p>1</p> <p>2</p> <p>3</p> | |
| Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: | | |
| <ul style="list-style-type: none"> • National Level • International Level | <p>4</p> <p>5</p> | |
| Chair/Co-Chair in a technical/planning committee | | |
| <ul style="list-style-type: none"> • District Level • Division Level • Regional Level • National Level • International Level | <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> | |
| E. POTENTIAL (Behavioral Event Interview and Written Examination) | 5 | |
| <ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability | <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> | |
| F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (Behavioral Event Interview and Written Examination) | 5 | |
| <ul style="list-style-type: none"> • Human Relations • Decisiveness • Stress Tolerance | <p>2</p> <p>2</p> <p>1</p> | |
| TOTAL | 100 | |

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:

MA. GEMMA MERCADO LEDESMA
Regional Director

Date: 2-Mar-21

| 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 applicable) | | |
| 1 | Education Program Supervisor | OSEC-DECSB-EP-SVR-540078-2010 | 22 | 68415 | Master's degree in Education or other relevant Master's degree with specific area of specialization | 8 hours of relevant training | 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher | RA 1080 (Teacher) | Technical: Human Resource Management, Human Resource Development, Employee Welfare, Facilitating Group Process, Management: Planning, Leading, Coaching, Managing Change Program/ Project Management, Leadership, Integrity/ Ethics, Results Focus Cares for/ Develops others; Behavioral: Self-management (Personal Effectiveness); Interpersonal Effectiveness | Human Resource Development 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 17, 2021**.

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 (1 copy);

2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2019-2020, 2018-2019, 2017-2018; for Calendar Year: 2020, 2019, 2018 (1 copy of each rating period));
3. Authenticated copy of PRC license/CSC eligibility (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, 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:

MA. GEMMA MERCADO LEDESMA

Regional Director

Department of Education, Regional
Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

records.region8@deped.gov.ph cc

personnel.region8@deped.gov.ph

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

2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2019-2020, 2018-2019, 2017-2018; for Calendar Year: 2020, 2019, 2018 (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility (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, 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:

MA. GEMMA MERCADO LEDESMA

Regional Director

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

records.region8@deped.gov.ph cc

personnel.region8@deped.gov.ph

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