



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

November 15, 2021

REGIONAL MEMORANDUM

No. **03774** s. 2021

**ANNOUNCEMENT OF THE 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 and invitation to apply:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Administrative Officer II (Budget Officer I)	11	Finance Division
One (1)	Draftsman II	08	Education Support Services Division
One (1)	Administrative Assistant I (Secretary I)	07	Curriculum and Learning Management 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 with proper tabbing indicated in the enclosure not later than **November 29, 2021**.

3. Attached are the qualification standards, job summary and key result areas, 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



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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.


EVELYN R. FETALVERO, CESO IV
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. 744, s. 2021

QUALIFICATION STANDARDS

Administrative Officer II (Budget Officer I)		
Qualification Standards		Means of Verification
Education	Bachelor's Degree relevant to the Job	Transcript of Records; Certification of Completed Academic Requirements
Experience	None required	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	None required	Certificate of Completion or Participation
Eligibility	Career Service (Professional)/Second Level Eligibility	Certificate of Eligibility
Draftsman II		
Qualification Standards		Means of Verification
Education	Completion of 2 years in college or high school graduate with relevant vocational/trade course	Transcript of Records; Certification of Graduation; Form 137; or Report Card
Experience	1 year relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; or OPCR/IPCR
Training	4 hours relevant training	Certificate of Completion or Participation
Eligibility	Draftsman MC 11, s. 1996 as amended by MC 10, s. 2013 (Category II)	Certificate of Eligibility from CSC/TESDA

Administrative Assistant I (Secretary I)		
Qualification Standards		Means of Verification
Education	Completion of 2 years studies in college	Transcript of Records; Certification of Completed Academic Requirements
Experience	None required	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	None required	Certificate of Completion or Participation
Eligibility	Career Service (Sub-Professional)/First Level Eligibility	Certificate of Eligibility

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND FUNCTIONS

Administrative Officer II (Budget Officer I)		
Job Summary	Key Result Area	Duties and Responsibilities
Provides support to the budget and fiscal staff of the Region.	Budgeting System	<ul style="list-style-type: none"> • Assist and gather data and information in installing and implementing in the region the budgeting system, for improved, efficiency and timely completion of the annual budget of the agency. • Assist in the conduct of orientations and workshops on the budgeting system. • Assist and gather data in the conduct review of the budgeting system towards its continuous improvement.
	Budget Preparation	<ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets. • Provide clerical support in the preparation of budget proposals. • Act as Liaison Officer to DBM, NEDA and other oversight bodies. • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications). • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations.
	Budget Execution	<ul style="list-style-type: none"> • Assist in the gathering of data needed in the preparation of cost efficiency computations. • Prepare data needed to approve obligation requests. • Gather data needed to evaluate and prepare status report on budget utilization. • Prepares documents to approve fund transfer to other operating units.
	Budget Accountability and Reports	<ul style="list-style-type: none"> • Assists in the gathering of data needed in the preparation of budget accountability reports.

Draftsman II		
Job Summary	Key Result Area	Duties and Responsibilities
To provide drafting services and assistance to the Engineer in the construction of educational facilities.	Drawings and Blueprints	<ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work. • Prepare Program of Works using AutoCAD (Computer Aided Design)
	Physical Facilities Cost Estimates	<ul style="list-style-type: none"> • Prepare cost estimates of education physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing supporting documents to validate local costing of submitted bid documents on physical facilities.

Administrative Assistant I (Secretary I)		
Job Summary	Key Result Area	Duties and Responsibilities
To assist the management and staff and provide administrative support in the effective and efficient operation of the CLM Division.	Plots/schedules CLMD activities	<ul style="list-style-type: none"> • Schedules/calendars CLMD activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
	Records Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the CLMD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Documents proceedings and agreements of meetings as assigned by the Chief distribute copies of the minutes to concerned parties as well as files a copy for future reference.
	Administrative Support	<ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials. • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in

		<p>the operations of CLMD.</p> <ul style="list-style-type: none"> • Ensure security of office equipment and availability of office supplies.
	<p>Secretariat/Frontline</p>	<ul style="list-style-type: none"> • Receives and routes incoming calls to or logs information and notifies the concerned party. • Greets and entertains office visitors and responds to their needs. • Logs concerns brought to the office and follow through on inquiries. • Coordinates travel bookings of CLMD staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.

CRITERIA, POINTS, AND SUPPORTING DOCUMENTS

CRITERIA	POINTS		SUPPORTING DOCUMENTS
	AO II (BO I) Non-Teaching Level 2	Drafts man II and ADAS I Non-Teaching Level 1	
<p>A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i></p>	30	35	<ul style="list-style-type: none"> Individual Performance Review Commitment and Review Form (IPCRF) <ul style="list-style-type: none"> - For School Year: 2020-2021, 2019-2020, 2018-2019 - For Calendar Year: 2020, 2019, 2018
<p>B. EXPERIENCE <i>(must be relevant to the duties and functions of the position to be filled)</i></p> <p><i>Every year is given a point but not to exceed ten (10) points for level 2 and five (5) points for level 1</i></p>	10	5	<ul style="list-style-type: none"> Appointment Service Record Certificate of employment Job Contract or Memorandum of Agreement Designation Orders OPCR/IPCR
<p>C. OUTSTANDING ACCOMPLISHMENTS <i>(Meritorious Accomplishments)</i> <i>(earned/acquired after the latest promotion)</i></p> <p>a. Outstanding Employee Award/Other Outstanding Accomplishments</p> <ul style="list-style-type: none"> - Awardee in the school - Nomination in the division/awardee in the district - Nomination in the region/awardee in the division - Nomination in the Department/awardee in the region - National Awardee 	<p>20</p> <p>4</p> <p>1</p> <p>1.5</p> <p>2</p> <p>3</p> <p>4</p>	<p>5</p> <p>1</p> <p>.2</p> <p>.4</p> <p>.6</p> <p>.8</p> <p>1</p>	<ul style="list-style-type: none"> Certificates/Plaques of Recognition or Appreciation

<p>b. Innovations <i>Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official</i></p> <ul style="list-style-type: none"> - Conceptualized - Started the implementation - Fully implemented in the school - Adopted in the district - Adopted in the division 	<p style="text-align: center;">4</p> <p>1 1.5 2 3 4</p>	<p style="text-align: center;">1</p> <p>.2 .4 .6 .8 1</p>	<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 Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office • Certification signed by the Head of Office on the extent of implementation of the office
<p>c. Research and Development Projects</p> <ul style="list-style-type: none"> - Action research conducted in the school level - Action research conducted in the district level - Action research conducted in the division level - Action research conducted in the regional level 	<p style="text-align: center;">4</p> <p>1 2 3 4</p>	<p style="text-align: center;">1</p> <p>.25 .50 .50 1</p>	<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
<p>d. Publication/Authorship</p> <ul style="list-style-type: none"> - Articles published in a journal/newspaper/magazine of wide circulation - Co-authorship of a book (shall be divided by the number of authors) - Sole authorship of a book 	<p style="text-align: center;">4</p> <p>1 4 4</p>	<p style="text-align: center;">1</p> <p>.25 1 1</p>	<ul style="list-style-type: none"> • Copy of the book, magazine or publication where article is written with name of the author indicated; certification of the authorities concerned
<p>e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium</p> <ul style="list-style-type: none"> - District level/school - Division level - Regional level 	<p style="text-align: center;">4</p> <p>1 1.5 2</p>	<p style="text-align: center;">1</p> <p>.2 .4 .6</p>	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation

- National level	3	.8	
- International level	4	1	
D. EDUCATION AND TRAINING			
<u>Education</u>	15	10	
• Complete Academic Requirements for Master's Degree	7	6	<ul style="list-style-type: none"> • Transcript of Records • Certification for Completed Academic Requirements
• Master's Degree	10	7	
• Complete Academic Requirements for Doctoral Degree	13	9	
• Doctoral Degree	15	10	
Training (earned/acquired after the latest promotion)	10	10	<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>	<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.			
• District Level	2	2	
• Division Level	4	4	
• Regional Level	6	6	
Participant in one (1) training conducted for at least three (3) days.			
• National Level	8	8	
• International Level	10	10	
Chair/Co-Chair in a technical/planning committee			
• District Level	2	2	
• Division Level	4	4	
• Regional Level	6	6	
• National Level	8	8	
• International Level	10	10	

E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>)	10	20	HRMPSB Ratings
<ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability 	2	4	
	2	4	
	2	4	
	2	4	
	2	4	
F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (<i>Behavioral Event Interview and Written Examination</i>)	5	15	HRMPSB Ratings
<ul style="list-style-type: none"> • Human Relations • Decisiveness • Stress Tolerance 	2	6	
	2	5	
	1	4	
TOTAL	100	100	