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

May 23, 2022

**REGIONAL MEMORANDUM**

No. **484**, s. 2022

**RE-POSTING OF VACANT POSITIONS IN THE DEPED  
REGIONAL OFFICE VIII**

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned

1. Due to the inadvertent error in the publication of the qualification standards particularly on Parenthetical Title and Education, the following vacant positions are hereby reposted.

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Administrative Officer IV (Administrative Officer II)	15	Administrative Division (Procurement)
One (1)	Administrative Officer II (Administrative Officer I)	11	Administrative Division (Procurement)

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 **June 7, 2022**.

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:

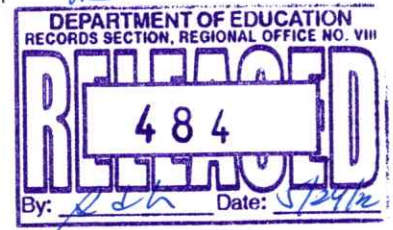
**The Regional Director**  
Department of Education  
Regional Office VIII  
Government Center, Candahug, Palo, Leyte 6501



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. 484, s. 2022

**QUALIFICATION STANDARDS**

<b>Administrative Officer IV (Administrative Officer II)</b>		
<b>Qualification Standards</b>		<b>Means of Verification</b>
Education	Bachelor's degree	Transcript of Records; Certification of Graduation; Form 137; or Report Card
Experience	1 year of relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; or OPCR/IPCR
Training	4 hours of relevant training	Certificate of Completion or Participation
Eligibility	Career Service Professional (Second Level Eligibility)	Certificate of Eligibility
Preferred Qualifications	Preferably has a background in public administration, business management/administration or law At least 2 years' experience in the conduct of procurement functions Career Service Professional (Second Level Eligibility) Should have at least completed the intermediate course of the DepEd Procurement Professionalism Program	
<b>Administrative Officer II (Administrative Officer I)</b>		
<b>Qualification Standards</b>		<b>Means of Verification</b>
Education	Bachelor's degree	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
Preferred Qualifications	Bachelor's degree relevant to the job At least 1 year experience in the conduct of procurement functions Career Service Professional (Second Level Eligibility) Should have at least completed the basic course of the DepEd Procurement Professionalism Program	

**JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND FUNCTIONS**

<b>Administrative Officer IV (Administrative Officer II)</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give	<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>Assist the end-user units in the preparation of their procurement documents.</li> <li>Conduct quarterly end-user interface.</li> <li>Review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE.</li> <li>Plan, prioritize and coordinate tasks with BAC &amp; Secretariat upon receipt of approved procurement requests from the end-user units.</li> </ul>
	<b>Procurement Process Management</b>	<ul style="list-style-type: none"> <li>Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system.</li> <li>Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures.</li> <li>Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned.</li> <li>Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices.</li> </ul>
	<b>Procurement Contracts Management</b>	<ul style="list-style-type: none"> <li>Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal</li> </ul>

recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.		<p>and procurement risks.</p> <ul style="list-style-type: none"> <li>• Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts.</li> <li>• Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office.</li> <li>• Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts.</li> </ul>
	<b>Procurement Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of Inspection Order to be issued by the Regional Director (RD) or the Head of the Administrative Section, as may be authorized by the RD, by providing the particulars of the project and items for inspection.</li> <li>• Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures.</li> <li>• Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements).</li> <li>• Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction.</li> <li>• Participate in the initiation of sanctions against erring suppliers, contractors, and consultants.</li> </ul>
	<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the Head of Office.</li> </ul>

<b>Administrative Officer II (Administrative Officer I)</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to	<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>• Assist the Administrative Officer IV in the conduct of quarterly end-user interface.</li> <li>• Consolidate Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP.</li> <li>• Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt of</li> </ul>

<p>coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly</p>		<p>approved procurement requests from the end-user units.</p>
	<p><b>Procurement Process Management</b></p>	<ul style="list-style-type: none"> <li>• Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings.</li> <li>• Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents.</li> <li>• Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan.</li> <li>• Record minutes of Bids and Awards Committee meetings.</li> <li>• Submit procurement documents for further review for presentation during the BAC meeting.</li> <li>• Develops a supplier, contractor and consultant, and observer database for the central and regional offices.</li> <li>• Updates database regularly.</li> <li>• Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices.</li> </ul>
	<p><b>Procurement Contracts Management</b></p>	<ul style="list-style-type: none"> <li>• Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks.</li> <li>• Assist in the administration of planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts.</li> <li>• Assist in the coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office.</li> <li>• Provide administrative support in the implementation and administration of procurement contracts.</li> </ul>

<p>procured by the agency, including the creation of supplier, contractors and consultant, and observer database.</p>		<ul style="list-style-type: none"> <li>• Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts.</li> <li>• Provide administrative support in monitoring compliance with specified terms and conditions of the procurement contracts.</li> </ul>
	<p><b>Procurement Monitoring and Evaluation</b></p>	<ul style="list-style-type: none"> <li>• Gather data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to the PMR and APCPI.</li> <li>• Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices.</li> <li>• Encodes latest prices gathered through market survey, and updates prices on a regular basis.</li> </ul>
	<p><b>Administrative &amp; Records Management</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative support to the RO Inspectorate Team by checking and providing them copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO.</li> <li>• Coordinate with School Heads for the delivery of goods procured by the RO or CO.</li> <li>• Provide administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants.</li> <li>• Coordinates and facilitates actual conduct of meetings with end-users.</li> </ul>
	<p><b>Secondary Duties</b></p>	<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the Head of Office.</li> </ul>

**CRITERIA, POINTS, AND SUPPORTING DOCUMENTS**

CRITERIA	POINTS		SUPPORTING DOCUMENTS
	Non-Teaching Level 2		
<p><b>A. PERFORMANCE RATING</b> <i>(Performance rating for the last 3 rating periods should be at least <b>Very Satisfactory</b>)</i></p>	<b>30</b>		<ul style="list-style-type: none"> <li>• Individual Performance Review Commitment and Review Form (IPCRF)                             <ul style="list-style-type: none"> <li>- For School Year: 2020-2021, 2019-2020, 2018-2019</li> <li>- For Calendar Year: 2021, 2020, 2019</li> </ul> </li> </ul>
<p><b>B. EXPERIENCE</b> <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>	<b>10</b>		<ul style="list-style-type: none"> <li>• Appointment</li> <li>• Service Record</li> <li>• Certificate of employment</li> <li>• Job Contract or Memorandum of Agreement</li> <li>• Designation Orders</li> <li>• OPCR/IPCR</li> </ul>
<p><b>C. OUTSTANDING ACCOMPLISHMENTS</b> <i>(Meritorious Accomplishments) (earned/acquired after the latest promotion)</i></p> <p><b>a.</b> Outstanding Employee Award/Other Outstanding Accomplishments</p> <ul style="list-style-type: none"> <li>- Awardee in the school</li> <li>- Nomination in the division/awardee in the district</li> <li>- Nomination in the region/awardee in the division</li> <li>- Nomination in the Department/awardee in the region</li> <li>- National Awardee</li> </ul>	<b>20</b>		<ul style="list-style-type: none"> <li>• Certificates/Plaques of Recognition or Appreciation</li> </ul>
	<b>4</b>		
	<i>1</i>		
	<i>1.5</i>		
	<i>2</i>		
	<i>3</i>		
	<i>4</i>		



<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"> <li>- Conceptualized 1</li> <li>- Started the implementation 1.5</li> <li>- Fully implemented in the school 2</li> <li>- Adopted in the district 3</li> <li>- Adopted in the division 4</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>• Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office</li> <li>• Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office</li> <li>• Certification signed by the Head of Office on the extent of implementation of the office</li> </ul>
<p>c. Research and Development Projects</p> <ul style="list-style-type: none"> <li>- Action research conducted in the school level 1</li> <li>- Action research conducted in the district level 2</li> <li>- Action research conducted in the division level 3</li> <li>- Action research conducted in the regional level 4</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>• Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office</li> <li>• Certification from the Research Committee on the scope of the Research Locale as to where it was conducted</li> </ul>
<p>d. Publication/Authorship</p> <ul style="list-style-type: none"> <li>- Articles published in a journal/newspaper/magazine of wide circulation 1</li> <li>- Co-authorship of a book (shall be divided by the number of authors) 4</li> <li>- Sole authorship of a book 4</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>• Copy of the book, magazine or publication where article is written with name of the author indicated; certification of the authorities concerned</li> </ul>
<p>e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium</p> <ul style="list-style-type: none"> <li>- District level/school 1</li> <li>- Division level 1.5</li> <li>- Regional level 2</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>• Certificates/Plaques of Recognition or Appreciation</li> </ul>

<ul style="list-style-type: none"> <li>- National level</li> <li>- International level</li> </ul>	<p>3 4</p>	
<p><b>D. EDUCATION AND TRAINING</b></p>		
<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• Complete Academic Requirements for Master's Degree</li> <li>• Master's Degree</li> <li>• Complete Academic Requirements for Doctoral Degree</li> <li>• Doctoral Degree</li> </ul>	<p>7 10 13 15</p>	<ul style="list-style-type: none"> <li>• Transcript of Records</li> <li>• Certification for Completed Academic Requirements</li> </ul>
<p><b>Training</b> <i>(earned/acquired after the latest promotion)</i></p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Certificates of completion or participation</li> </ul>
<p>Participant in a specialized training, e.g. scholarship programs, short courses, study grants.</p> <p>Participant in three (3) or more training activities in each level conducted for at least three (3) days.</p> <ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> </ul> <p>Participant in one (1) training conducted for at least three (3) days.</p> <ul style="list-style-type: none"> <li>• National Level</li> <li>• International Level</li> </ul> <p>Chair/Co-Chair in a technical/planning committee</p> <ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> <li>• National Level</li> <li>• International Level</li> </ul>	<p><i>One point for every month of attendance but not to exceed ten (10) points</i></p> <p>2 4 6</p> <p>8 10</p> <p>2 4 6 8 10</p>	

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