



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

July 12, 2022

REGIONAL MEMORANDUM

No. **803** s. 2022

**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)	Education Program Supervisor	22	Human Resource Development Division
One (1)	Administrative Assistant III (Secretary II)	09	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 with proper tabbing indicated in the enclosure not later than **July 25, 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 *18*

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 POSITION



AD-PS-EDR

Enclosure to Regional Memorandum No. _____, s. 2022

QUALIFICATION STANDARDS

Education Program Supervisor		
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; Diploma
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	8 hours of relevant training	Certificate of Completion or Participation
Eligibility	RA 1080 (Teacher)	Certificate of Eligibility

Administrative Assistant III (Secretary II)		
Qualification Standards		Means of Verification
Education	Completion of 2 years studies in college	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	1 year of relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	4 hours of relevant training	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

Education Program Supervisor		
Job Summary	Key Result Area	Duties and Responsibilities
<p>Provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.</p>	<p>HR Strategic Plans and Policies</p>	<ul style="list-style-type: none"> • Assists the Chief in conceptualizing, developing, and implementing HRD framework, strategic plan and policies and localizing mechanisms of HRD systems to guide region and schools' division in managing and developing its human resources. • Conduct needs assessment, research, and benchmark studies as basis for regional policy recommendations towards improving the management and development of the region's human resource.
	<p>Search, Recruitment, Selection and Placement</p>	<ul style="list-style-type: none"> • Monitor the schools' divisions in their implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource development, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job. • Design process and tools to gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job). • Design processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits. • Design processes and tools to monitor the conduct of orientation of new employees.
	<p>Professional and Career Development</p>	<ul style="list-style-type: none"> • Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and in availing of its products and services. • Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRD development plan and for designing interventions. • Define and update Competency Models for the various job groups in the region to ensure relevant development tracks. • Assess professional and competency development needs of employees against the Competency Models

		<p>of current or desired positions as basis for his/her development track.</p> <ul style="list-style-type: none"> • Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies. • Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track. • Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services. • Coordinate, conduct, training programs according to its design and budget. and evaluate such programs periodically. • Continuously search for scholarship opportunities for personnel in the region. • Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization. • Design professional and career development programs and prepare training packages that are needsbased, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools' division human resource. • Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data. • Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions.
	<p>Succession</p>	<ul style="list-style-type: none"> • Operationalize the system for identifying candidate pools for critical positions in the region and schools' divisions towards the preparation of a succession plan. • Design and implement Leadership Development interventions for high-potential candidates for vacated leadership positions. • Monitor the implementation of Retirement Programs for employees.

	<p>Performance Management</p>	<ul style="list-style-type: none"> • Review the Performance Management System and Guidelines and Rewards and Recognition Programs to recommend mechanisms for localizing systems, policies and guidelines to adapt the systems to the situation in the region and align to its development directions while ensuring consistency with the national policies and standards. • Design and Conduct Performance Management System orientation and training of managers and staff to ensure proper implementation. • Design information materials and conduct orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals. • Assess Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization.
	<p>Employees Welfare</p>	<ul style="list-style-type: none"> • Develop and manage Employee Welfare Strategies • Conduct studies to identify the needs of employee groups according to life and career stage, gender, work conditions, etc. as basis for employee welfare programs. • Recommend enhancements to recognition and reward programs to maintain applicability and relevance. • Recommend employee welfare adjustments based on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations • Publish relevant issuances and other documents on personnel management (Personnel handbook of information).
	<p>Technical Assistance</p>	<ul style="list-style-type: none"> • Work with a cross-functional team of ES to identify the needs of an assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the HRD functional division team to identify and provide HRD interventions to respond to HRD related concerns of the schools divisions in the region.

Administrative Assistant III (Secretary II)		
Job Summary	Key Result Area	Duties and Responsibilities
<p>The position is responsible for the day-to-day operation and management of the records and property inventory system. The position is also responsible to assist in the financial and budget monitoring of the Division as well support in the preparation, implementation and evaluation of the Professional Learning Programs.</p>	Records Management	<ul style="list-style-type: none"> • Maintain record management and tracking system to coordinate information and records. • Ensure the registration and storage of all incoming and outgoing communications for the Division. • Maintain the security of all electronic records. • Create audit trails for progressing policy and program development. • Conduct searches of the records management system to locate communications.
	Asset management	<ul style="list-style-type: none"> • Maintain the register of fixed and movable assets. • Monitor maintenance requirements and arrange maintenance according to fixed schedules. • Establish processes and procedures for the temporary removal of assets from HRDD premises. • Arrange for the disposal of non-functional, redundant and obsolete equipment according to DepEd and government protocols.
	Clerical Support	<ul style="list-style-type: none"> • Assist the Chief and Technical Personnel of the Division in the Administrative activities and daily operations. • Aid in the development, implementation and monitoring of financial matters in the programs of the Division.
	Provision of Administrative Assistance to Professional Learning Programs	<ul style="list-style-type: none"> • Provide administrative support in the development, implementation and evaluation of Professional Learning Programs of the Division. • Prepare supplies, materials and other resources needed in the conduct of programs and activities.
	Secondary Duties	<ul style="list-style-type: none"> • Performs other duties and may be assigned by supervising officer

CRITERIA, POINTS, AND SUPPORTING DOCUMENTS

CRITERIA	POINTS		SUPPORTING DOCUMENTS
	Teaching and Related-Teaching (EPS)	Non-Teaching Level 1 (ADAS III)	
<p>A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i></p>	35	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: 2021, 2020, 2019
<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 and teaching and related teaching positions</i></p>	5	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 style="margin-left: 100px;">4</p> <p style="margin-left: 100px;">1</p> <p style="margin-left: 100px;">1.5</p> <p style="margin-left: 100px;">2</p> <p style="margin-left: 100px;">3</p> <p style="margin-left: 100px;">4</p>	<p>5</p> <p style="margin-left: 100px;">1</p> <p style="margin-left: 100px;">.2</p> <p style="margin-left: 100px;">.4</p> <p style="margin-left: 100px;">.6</p> <p style="margin-left: 100px;">.8</p> <p style="margin-left: 100px;">1</p>	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation

<p>b. Innovations</p> <p><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>4</p> <p>1</p> <p>1</p> <p>1.5</p> <p>2</p> <p>3</p> <p>4</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"> • 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>4</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>1</p> <p>.25</p> <p>.50</p> <p>.75</p> <p>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>4</p> <p>1</p> <p>4</p> <p>4</p>	<p>1</p> <p>.25</p> <p>1</p> <p>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 - National level - International level 	<p>4</p> <p>1 1.5 2 3 4</p>	<p>1</p> <p>.2 .4 .6 .8 1</p>	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation
<p>D. EDUCATION AND TRAINING</p> <p><u>Education</u></p> <ul style="list-style-type: none"> • Complete Academic Requirements for Master's Degree • Master's Degree • Complete Academic Requirements for Doctoral Degree • Doctoral Degree 	<p>25</p> <p>10 15 20 25</p>	<p>10</p> <p>6 7 9 10</p>	<ul style="list-style-type: none"> • Transcript of Records • Certification for Completed Academic Requirements
<p>Training <i>(earned/acquired after the latest promotion)</i></p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Certificates of completion or participation
<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"> • District Level • Division Level • Regional Level <p>Participant in one (1) training conducted for at least three (3) days.</p> <ul style="list-style-type: none"> • National Level • International Level 	<p><i>One point for every month of attendance but not to exceed five (5) points</i></p> <p>1 2 3 4 5</p>	<p><i>One point for every month of attendance but not to exceed ten (10) points</i></p> <p>2 4 6 8 10</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 	1 2 3 4 5	2 4 6 8 10	
E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>)	5	20	HRMPSB Ratings
<ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability 	1 1 1 1 1	4 4 4 4 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 2 1	6 5 4	
TOTAL	100	100	