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

September 29, 2022

REGIONAL MEMORANDUM

No. **1106**, 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)	Senior Education Program Specialist	19	Human Resource Development Division
One (1)	Accountant I	12	Finance Division
One (1)	Administrative Assistant I (Secretary I)	07	Education Support Services 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 **October 19, 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.

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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.


a **EVELYN R. FETALVERO, CESO IV**
g Regional Director s

Enclosure: Request for Publication

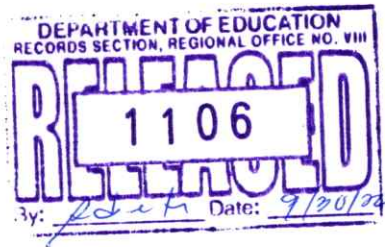
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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. **1106**, s. 2022

QUALIFICATION STANDARDS

Senior Education Program Specialist		
Qualification Standards		Means of Verification
Education	Bachelor's degree in Education or its equivalent and Completion of Academic Requirements for Master's degree relevant to the job	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	2 years' experience in education research, development, implementation or other relevant experience	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	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	Certificate of Eligibility

Accountant I		
Qualification Standards		Means of Verification
Education	Bachelor's degree in Commerce/Business Administration major in Accounting	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	None required	Not required in meeting the basic QS on Experience but in order or earn credit, the claim shall be supported with the following documents: Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement;

		Designation Orders; OPCR/IPCR; Other relevant documents
Training	None required	Not required in meeting the basic QS on Training but in order or earn credit, the claim shall be supported with Certificate of Completion or Participation
Eligibility	RA 1080 (CPA)	PRC license; Certificate of Eligibility

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; Diploma
Experience	None required	Not required in meeting the basic QS on Experience but in order or earn credit, the claim shall be supported with the following documents: Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR; Other relevant documents
Training	None required	Not required in meeting the basic QS on Training but in order or earn credit, the claim shall be supported with 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

Senior Education Program Specialist		
Job Summary	Key Result Area	Duties and Responsibilities
<p>This position is responsible for assisting the Human Resources Development Division (HRDD) Chief in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also leads in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.</p>	Program Development and Delivery	<ul style="list-style-type: none"> Develop and deliver professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context. Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors.
	Program Evaluation	<ul style="list-style-type: none"> Create the Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region. Lead in the evaluation of professional development interventions within the region.
	Liaison	<ul style="list-style-type: none"> Identify and collaborate with professional development partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs). Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO.
	Secondary Duties	<ul style="list-style-type: none"> Perform other functions as assigned.

Accountant I		
Job Summary	Key Result Area	Duties and Responsibilities
<p>Under immediate supervision, maintains the agency books of accounts and other accounting records;</p>	Financial Records and Reports	<ul style="list-style-type: none"> Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. Checks the accuracy, validity and appropriateness of income and expenditure transactions. Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. Monitors the safekeeping of accounting records,

<p>prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations</p>		<p>documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</p> <ul style="list-style-type: none"> • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
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Administrative Assistant I (Secretary I)		
Job Summary	Key Result Area	Duties and Responsibilities
<p>To assist the management and staff and provide administrative support in the effective and efficient operation of the ESSD Division.</p>	<p>Plots/Schedules ESSD Activities</p>	<ul style="list-style-type: none"> • Schedules/calendars ESSD 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.
	<p>Record Management</p>	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the ESSD 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, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

CRITERIA, POINTS, AND SUPPORTING DOCUMENTS

CRITERIA	POINTS			SUPPORTING DOCUMENTS
	Teaching and Related-Teaching (SEPS)	Non-Teaching Level 2 (Acct 1)	Non-Teaching Level 1 (ADAS I)	
<p>A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i></p>	35	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: 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	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> (earned/acquired after the latest promotion)</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 	<p>4</p> <p>1</p> <p>1.5</p> <p>2</p> <p>3</p>	<p>4</p> <p>1</p> <p>1.5</p> <p>2</p> <p>3</p>	<p>1</p> <p>.2</p> <p>.4</p> <p>6</p> <p>.8</p>	<ul style="list-style-type: none"> Certificates/Plaques of Recognition or Appreciation

the region - National Awardee	4	4	1	
b. Innovations <i>Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official</i>	4	4	1	<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
- Conceptualized	1	1	.2	
- Started the implementation	1.5	1.5	.4	
- Fully implemented in the school	2	2	.6	
- Adopted in the district	3	3	.8	
- Adopted in the division	4	4	1	
c. Research and Development Projects	4	4	1	<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
- Action research conducted in the school level	1	1	.25	
- Action research conducted in the district level	2	2	.50	
- Action research conducted in the division level	3	3	.75	
- Action research conducted in the regional level	4	4	1	
d. Publication/Authorship	4	4	1	<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
- Articles published in a journal/newspaper/magazine of wide circulation	1	1	.25	
- Co-authorship of a book (shall be divided by the	4	4	1	

number of authors) - Sole authorship of a book	4	4	1	authorities concerned
e. Consultancy/Resource Speakership in Training/Seminar/Workshop /Symposium	4	4	1	• Certificates/Plaques of Recognition or Appreciation
- District level/school	1	1	.2	
- Division level	1.5	1.5	.4	
- Regional level	2	2	.6	
- National level	3	3	.8	
- International level	4	4	1	
D. EDUCATION AND TRAINING	25	15	10	
Education				
• Complete Academic Requirements for Master's Degree	10	7	6	• Transcript of Records
• Master's Degree	15	10	7	• Certification for Completed Academic Requirements
• Complete Academic Requirements for Doctoral Degree	20	13	9	
• Doctoral Degree	25	15	10	
Training (earned/acquired after the latest promotion)	5	10	10	• 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 five (5) points</i>	<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	1	2	2	
• Division Level	2	4	4	
• Regional Level	3	6	6	
Participant in one (1) training conducted for at least three (3) days.				

<ul style="list-style-type: none"> National Level International Level 	4 5	8 10	8 10	
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	2 4 6 8 10	
E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>)	5	10	20	HRMPSB Ratings
<ul style="list-style-type: none"> Communication Skills Ability to present Ideas Alertness Judgement Leadership Ability 	1 1 1 1 1	2 2 2 2 2	4 4 4 4 4	
F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (<i>Behavioral Event Interview and Written Examination</i>)	5	5	15	HRMPSB Ratings
<ul style="list-style-type: none"> Human Relations Decisiveness Stress Tolerance 	2 2 1	2 2 1	6 5 4	
TOTAL	100	100	100	

