



4823

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

April 20, 2023

REGIONAL MEMORANDUMNo. **358** s. 2023**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)	Medical Officer IV	23	Education Support Services Division
One (1)	Education Program Specialist II	16	Human Resource Development Division
One (1)	Accountant II	16	Finance Division
One (1)	Accountant I	12	Finance Division
One (1)	Administrative Officer II (Human Resource Management Officer I)	11	Administrative Division-Personnel Section
One (1)	Administrative Aide IV (Driver II)	04	Administrative Division-General Services Unit

2. Interested and qualified applicants regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE), etc. are encouraged to apply and may submit **their Letter of Intent** supported with the following documents **with proper tabbing** not later than **May 12, 2023**:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;



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- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C* of DepEd Order 007, s. 2023), notarized by authorized official; and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(h) is not relevant to the position to be filled, if applicable.

3. Application documents may be submitted through the Records Section 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. Attached are the Qualification Standards, Job Summary/Key Result Areas/Duties and Responsibilities, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.

5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline set would mean a waiver of the right to be included in the evaluation/comparative assessment.

6. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosure: As stated

References: DO 007, s. 2023; DO 19, s. 2022; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT

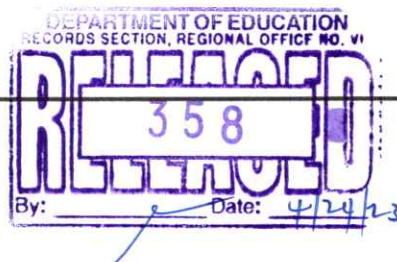
INVITATION TO APPLY

VACANT POSITIONS

AD-PS-EDR



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Enclosure to Regional Memorandum No. **358**, s. 2023**QUALIFICATION STANDARDS**

Medical Officer IV	
Education	Doctor of Medicine
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (Physician)

Education Program Specialist II	
Education	Bachelor's degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation or other relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position

Accountant II	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (CPA)

Accountant I	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None required
Eligibility	RA 1080 (CPA)

Administrative Officer II (Human Resource Management Officer I)	
Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service Professional (Second Level Eligibility)

Administrative Aide IV (Driver II)	
Education	Elementary School Graduate
Experience	None required
Training	None required
Eligibility	Driver License (MC 11, s. 96 - Cat II)

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JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Medical Officer IV		
Job Summary	Key Result Area	Duties and Responsibilities
To promote, protect and maintain the physical and mental well-being of all teaching and non-teaching staff by planning, formulating and executing strategies for health and nutrition programs. Provide supervisory function to health personnel by ensuring smooth operations of the HNUs relative to the implementation of various health and nutrition related programs and projects.	Health and Nutrition Programs and Services	<ul style="list-style-type: none"> • Plan and formulate policies, strategies and guidelines on Health and Nutrition Programs. • Develop, implement, monitor and evaluate interventions to assist RO personnel to reduce or change risky and harmful lifestyle behavior. • Monitor and evaluate the implemented School Health and Nutrition Programs and services of the SDO for the direct benefit of the learners. • Monitor, evaluate and report the annual physical examination results of all regional office personnel. • Provide health education, counselling and information provision on how to improve health and prevent disease and interventions or treatments that treat risk factors.
	Medical Services	<ul style="list-style-type: none"> • Provides timely clinical and culturally appropriate health services, medical consultation services to all regional office personnel. • Develop and communicate standard medical parameters to Medical Officers and Nurses for accurate medical evaluation and treatment interventions in the SDOs. • Conduct screening and provide medical services to all coaches and athletes before, during and after the conduct of National and Regional Athletic Meets (e.g. Palarong Pambansa). • Issue medical certificates and clearances to all regional office personnel. • Provide parameters and advice to Medical Officer III/Nurses on issuance of medical clearance to learners. • Maintain total confidentiality and privacy of patients' medical information.
	Partnership	<ul style="list-style-type: none"> • Establish, maintain and sustain partnerships and agreements with other agencies and stakeholders based on DepED established standards for Health and Nutrition Programs. • Establish links with a range of primary and secondary health care providers and develop initiatives to enable coordinated care that meets the needs of individuals/patients.
	People Development	<ul style="list-style-type: none"> • Coach and mentor medical staff on current and emerging issues, trends and challenges in the health and nutrition sector for better



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		<p>delivery of health services.</p> <ul style="list-style-type: none"> • Provide regular health inspection and advice to all RO personnel. • Ensures continuous professional education of all medical personnel of the Region.
	Office Administration	<ul style="list-style-type: none"> • Prepare and submit periodic and consolidated reports of accomplishments; provide and present analytics to immediate superior. • Implement RA 6713 "Code of Ethics and Ethical Standards for Government Employees" to direct reports. • In coordination with the medical personnel at the SDO, conduct regular inspection of school clinics ensuring compliance of sanitation and 5S standards and, completeness of medical supplies and equipment. • Maintenance and safekeeping of all medical records of all regional office personnel.

Education Program Specialist II		
Job Summary	Key Result Area	Duties and Responsibilities
Assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.	HR Strategic Plans and Policies	<ul style="list-style-type: none"> • Assists the Education Program Supervisors in preparing a research agenda, conducting researches, benchmark studies, and needs assessment by gathering secondary and primary data to inform HRD plans and policies and HRD systems adjustments.
	Search, Recruitment, Selection and Placement	<ul style="list-style-type: none"> • Support the Education Program Supervisors in monitoring the schools division in its implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job. • 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). • Research and provide inputs on 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. • Gather data and prepare reports on the conduct of orientation of new employees to provide inputs for improvement of orientation.



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	Professional and Career Development	<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 availment 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 HRMD 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 of current or desired positions as basis for his/her development track. • 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 and 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 needs-based, learner centered, performance and results oriented as well as cost-effective offerings to the regions and schools divisions human resource. • Encode and utilize training and development records and reports from the Training and
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		<p>Development Information System (TDIS) for efficient retrieval of information and availability of such data.</p> <ul style="list-style-type: none"> • Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions.
	Performance Management	<ul style="list-style-type: none"> • Gather data on the implementation of the Performance Management System and Guidelines and Rewards and Recognition Programs as inputs to monitoring report. • Support EPS in the Conduct of Performance Management System orientation and training of managers and staff to ensure proper implementation. • Prepare prototype information materials and assist in the conduct of orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals. • Gather data on the 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.
	Employees Welfare	<ul style="list-style-type: none"> • Assist in the conduct of studies to identify the needs of employee groups according to life and career stage, gender, work conditions, health and safety requirements in the workplace, etc. • Provide data inputs towards enhancement of recognition and rewards programs to maintain applicability and relevance. • Keep updated on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations. • Provide inputs towards the publication of relevant issuances and other documents on personnel management (Personnel handbook of information)
	Technical Assistance	<ul style="list-style-type: none"> • Assist in the collection of data to identify TA needs according to the strategies of the TA teams. • Assist in the identification of HRD interventions to respond to HRD needs of schools divisions.



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Accountant II		
Job Summary	Key Result Area	Duties and Responsibilities
<p>1. Prepares accountability and financial reports;</p> <p>2. Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;</p> <p>3. Reviews the financial reports and financial documents for signature of the Accountant III;</p> <p>4. Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations;</p> <p>5. Maintains discipline and efficiency of subordinates</p>	Financial Records and Reports	<ul style="list-style-type: none"> • Ascertains that transaction have been properly recorded in books. • Verify financial statements made by subordinate, verify the journal voucher. • Prepares adjusting entries and journal vouchers. • Prepares trial balances, monthly statements of income and expenditure and other financial statements.
	Account Tracking	<ul style="list-style-type: none"> • Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports. • Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
	Financial Transactions Recording Procedures	<ul style="list-style-type: none"> • Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. • Provides inputs for improvement of accounting section. • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

Accountant I		
Job Summary	Key Result Area	Duties and Responsibilities
Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting	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 regulation. • 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



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purposes in conformity with generally accepted accounting standards and auditing rules and regulations		<p>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.

Administrative Officer II (Human Resource Management Officer I)		
Job Summary	Key Result Area	Duties and Responsibilities
The position shall be responsible in payroll management and consolidation of payroll-related reports.	Salary Administration and Personnel Records	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase



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It shall also provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the region.		<p>(NOSI) and/or Notice of Salary Adjustment (NOSA).</p> <ul style="list-style-type: none"> • Assist in the processing and release of special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel. • Compute claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.
	Benefits Administration	<ul style="list-style-type: none"> • Draft memoranda on latest issuances on personnel benefits. • Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes. • Processes application for monetization of leave credits. • Recommend necessary actions on application for leaves (sick, vacation, study, scholarships and training). • Assist in the processing of application for loans with GSIS, Pag-Ibig and private lending institutions.
	Personnel Information System	<ul style="list-style-type: none"> • Assist in updating the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization. • Maintain a complete and updated personnel records of RO office personnel both in the HRIDS and in the 201 file. • Assist in the maintenance and updating of Human Resource Information Development System (HRIDS) and generates reports on personnel data (from the HRIDS) as requested for various human resource management and development decisions. • Assist in the maintenance of a complete and updated record of Employee Performance Rating both in the HRIDS and 201 file of employees as reference for various human resource management and development decisions.
	Other Duties	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the immediate supervisor.



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Administrative Aide IV (Driver II)		
Job Summary	Key Result Area	Duties and Responsibilities
To assist the AO IV in providing general services in the areas of Driving and Vehicle Maintenance	Driving	<ul style="list-style-type: none"> • Drive the service vehicle to destinations as directed by Chief AO/ AO IV.
	Vehicle Maintenance	<ul style="list-style-type: none"> • Keep the service vehicle in good condition and performs trouble shooting and maintenance activities as needed. • Recommend repair or replacement of damaged parts to AO IV and follow up to ensure vehicle serviceability at all times. • Prepare/encode fuel and oil consumption and distance traveled and submits report to AO IV.
	Administrative Support	<ul style="list-style-type: none"> • Bring memos, documents to offices as assigned by the AO IV. • Photo copy documents as needed. • Receive and record in logbook documents addressed to the office and turnover such to the AO IV. • Record and release documents for other offices as instructed by the AO IV. • Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff.



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points			Means of Verification
	Related Teaching (SG 16-23, 27) EPS II	Non-Teaching Level 2 (SG 10-23, 27) MO IV, Acct 1 & 2, AO II (HRMO I)	Non-Teaching Level 1 (General Services) ADA IV (Driver II)	
A. Education <i>Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS</i>	10	5	5	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
B. Training <i>Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years</i>	10	10	5	Certificate/s of Training
C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS</i>	10	15	20	Certificate of Employment, Contract of Service, or duly signed Service Record



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D. Performance <i>Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled</i>	20	20	10	Positions with Experience Requirement (EPS II, MO IV, Acct 2) Internal Applicants: Performance Rating obtained from the RPMS-IPCR Form with atleast Very Satisfactory Rating in the last rating period except for promotion from first to second level entry position where the required performance rating is at least Satisfactory. External Applicants: Certificate of Rating supported with Performance Evaluation Tool Positions with no experience requirement (Accountant I, AO II (HRMO I), ADA IV (Driver II)), applicants shall submit the board examination or Career Service Eligibility ratings. For honor graduates covered by PD 907, corresponding points for honors earned shall be given. For General Services positions that do not have eligibility requirement, the General Weighted Average (GWA) in the highest academic/grade level earned shall be required.
E. Outstanding Accomplishments <i>Acquired after the last promotion</i>	5	10	5	Awards and Recognition: Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience. a. Academic or inter-school award; or



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				<p>b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or</p> <p>c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award.</p> <p>Citation to Commendation. This shall apply only to applicants for General Services positions. MOV: Letter of Citation or Commendation from previous employer.</p> <p>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and</p> <p>b. Certificate of Recognition/Merit</p> <p>Research and Innovation:</p> <p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p>
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				<p>e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <p>a. Issuance of Memorandum showing the membership in NTWG or Committee</p> <p>b. Certificate of Participation or Attendance; and</p> <p>c. Output/Adoption by the organization/DepEd</p> <p>Resource Speakership/Learning Facilitation</p> <p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/merit/Commendation/Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s</p> <p>NEAP Accredited Learning Facilitator</p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office</p>
F. Application of Education <i>Acquired after the last promotion</i>	15	10	-	Positions with experience requirement (EPS II, MO IV, Accountant II) a. Action Plan approved by the Head of Office



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				<p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of the utilization/adoption signed by the Head of Office</p> <p>For positions with no experience requirement (Accountant I, AO II (HRMO I), ADA IV (Driver II), applicants shall submit the General Weighted Average (GWA) in the highest academic/grade level earned as Evidenced by Transcript of Records/Certificate of GWA/Diploma/ Special Order from CHED or other certifications.</p>
<p>G. Application of Learning & Development <i>Acquired after the last promotion</i></p>	10	10	-	<p>a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;</p> <p>b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;</p> <p>c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;</p> <p>d. Accomplishment Report together with a General Certification that the L&D</p>



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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

				intervention was used/adopted by a different office at the local/higher level.
H. Potential (Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test) <i>Measure using other evaluative assessments</i>	20	20	55	HRMPSB Ratings
TOTAL	100	100	100	



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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant, Check if submitted)	Verification (To be filled out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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