



RECORDS
2773/11945

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

October 5, 2023

REGIONAL MEMORANDUM
No. **1084** s. 2023

ANNOUNCEMENT OF VACANT POSITIONS 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	Status of Employment	Duration	Salary	Office Assignment
One (1)	Technical Assistant II	Contract of Service	Two (2) months	Php35,000.00 monthly rate + 10% premium	Education Support Services Division –
One (1)	Technical Assistant I	Contract of Service	Two (2) months	Php25,000.00 monthly rate + 10% premium	School Health and Nutrition Section

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 **October 16, 2023**:

- a. 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;
- b. Photocopy of valid and updated PRC License/ID, if applicable;
- c. Photocopy of Certificate of Eligibility/Rating, if applicable;
- d. 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;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- 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. 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 and Roles and Responsibilities for reference.

5. The HRMPSB shall adopt the Criteria and Point System for Non-Teaching Level 2 position per DepEd Order 007, s. 2023 in the evaluation of documents submitted.

6. 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.

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

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

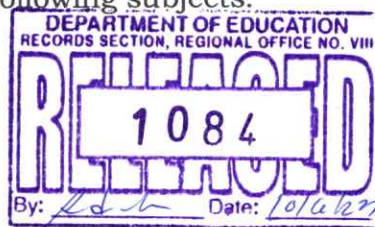
for
permanently
EVELYN R. FETALVERO, CESO IV
Regional Director
10/6/2023 *EF*

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



Enclosure to Regional Memorandum No. 1084, s. 2023

QUALIFICATION STANDARDS

Technical Assistant II	
Education	Bachelor's degree relevant to the job (e.g. psychology, social work, allied health)
Experience	Eight hours of relevant training
Training	One year of relevant experience
Eligibility	License in psychology, guidance and counseling, or social work is an advantage

Technical Assistant I	
Education	Bachelor's degree relevant to the job (e.g. psychology, social work, allied health)
Experience	No training required
Training	No experience required
Eligibility	License in psychology, guidance and counseling, or social work is an advantage

ROLES AND RESPONSIBILITIES

Technical Assistant II

1. Serve as a focal and point person in the Regional Office regarding programs, projects, and activities on mental health in basic education;
2. Ensure integration and streamlining of mental health policies and programs in the region;
3. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region;
4. Manage network of resources for mental health promotion and basic services provision;
5. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, project, and activities;
6. Prepare technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;
7. Draft letters, memoranda, and other types of communications;
8. Coordinate and collaborate with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;
9. Attend meetings as assigned; and
10. Perform other functions as may be deemed necessary.



Technical Assistant I

1. Assist in the integration and streamlining of mental health policies and programs in the region;
2. Assist in the provision of technical assistance in the implementation of various mental health programs, projects, and activities in the region;
3. Assist in the management of network of resources for mental health promotion and basic services provision;
4. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, project, and activities;
5. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;
6. Assist in drafting letters, memoranda, and other types of communications;
7. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;
8. Attend meetings as assigned; and
9. Perform other functions as may be deemed necessary.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points	Means of Verification
	Non-Teaching Level 2 (SG 10-23, 27)	
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>	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	Certificate/s of Training



<p>C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS</i></p>	<p>15</p>	<p>Certificate of Employment, Contract of Service, or duly signed Service Record</p>
<p>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></p>	<p>20</p>	<p>Positions with no experience requirement 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.</p>
<p>E. Outstanding Accomplishments <i>Acquired after the last promotion</i></p>	<p>10</p>	<p>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 b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award. Outstanding Employee Award: a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit Research and Innovation: a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the</p>



		<p>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> <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>
<p>F. Application of Education <i>Acquired after the last promotion</i></p>	<p>10</p>	<p><i>For positions with no experience requirement</i> applicants shall submit the General Weighted Average (GWA) in the highest academic/grade level earned as</p>



		Evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from CHED or other certifications.
G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	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; 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; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level; d. Accomplishment Report together with a General Certification that the L&D 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	HRMPSB Ratings
TOTAL	100	

