



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

November 14, 2023

REGIONAL MEMORANDUM
No. **1255** 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	Salary Grade	Office Assignment
One (1)	Education Program Supervisor (Araling Panlipunan)	22	Curriculum and Learning Management Division
One (1)	Administrative Assistant II (Clerk IV)	08	Curriculum and Learning Management Division

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 **November 29, 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;
- Photocopy of latest appointment, if applicable;
- 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;



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

- 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



Enclosure to Regional Memorandum No. 1255, s. 2023

QUALIFICATION STANDARDS

Education Program Supervisor	
Qualification Standards	
Education	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Araling Panlipunan)
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Education Program Supervisor		
Job Summary	Key Result Area	Duties and Responsibilities
<ul style="list-style-type: none"> To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; To provide technical assistance to 	Management of Curriculum Implementation	<ul style="list-style-type: none"> Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
	Curriculum Development, Enrichment,	<ul style="list-style-type: none"> Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.



<p>the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance. • When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)</p>	<p>and Localization</p>	<ul style="list-style-type: none"> • Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. • Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. • Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
	<p>Learning Delivery</p>	<ul style="list-style-type: none"> • Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions. • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.
	<p>Learning Resource</p>	<ul style="list-style-type: none"> • Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum. • Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
	<p>Learning Outcomes Assessment</p>	<ul style="list-style-type: none"> • Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap. • Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
	<p>Special Curricular Programs and Support Activities</p>	<ul style="list-style-type: none"> • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.
	<p>Technical Assistance</p>	<ul style="list-style-type: none"> • Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions. • Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division. • Coach the schools division in implementing interventions related to curriculum management and instructional delivery.



	<ul style="list-style-type: none"> • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division. • Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
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Administrative Assistant II (Clerk IV)	
Qualification Standards	
Education	Completion of two years studies in college
Experience	1 year of relevant experience one required
Training	4 hours of relevant training
Eligibility	Career Service (Subprofessional) First Level Eligibility

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Administrative Assistant II (Clerk IV)		
Job Summary	Key Result Area	Duties and Responsibilities
To respond to individual users' queries and difficulties with the Web-based LRMDs, provide instructions and training, and diagnose and solve common problems. To encode metadata and support content development activities as directed.	LRMDS User Support	<ul style="list-style-type: none"> • Provide user support services through the Region LRMDs Helpdesk and effectively respond to routine emails and user/client calls and inquiries.
	User Problems Solved	<ul style="list-style-type: none"> • Analyze user's problem as stated in verbal or written query and identify cause of problem. • Provide first-level troubleshooting assistance and escalate problems/issues beyond control to the proper LRMDs Group. • Assess and escalate serious or unusual problems to the appropriate LRMDs Group for resolution. • Install, configure and provide instructions on basics of using common office software tools and LRMDs support technologies.
	LRMDS Training and Updates	<ul style="list-style-type: none"> • Technical support during training. • Communication on new developments and updates on the system to all users and clients.
	System Maintenance and Tracking	<ul style="list-style-type: none"> • Employ basic procedures for user account management and access. • Prepare monthly report of user/client issues and complaints, status and resolution based on a daily log and analysis of trends, in order to track source of user difficulty as well as areas for systems enhancement for the action of the Systems Administrator. • Solicit user feedback and use information to improve the system. • Perform basic and routine system maintenance such as backup, system start-up, etc.



		<ul style="list-style-type: none"> Apply basic security measures for Internet, helpdesk and desktop operations to prevent hacking, virus and other security problems.
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CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points		Means of Verification
	RT-SG 16-22 EPS	NTP-SG 1-9 Non-GS (ADAS II-Clerk 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	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	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	20	Certificate of Employment, Contract of Service, or duly signed Service Record
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	Positions with Experience Requirement Internal Applicants: Performance Rating obtained from the RPMS-IPCR Form with at least 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



<p>E. Outstanding Accomplishments <i>Acquired after the last promotion</i></p>	<p>5</p>	<p>10</p>	<p>Awards and Recognition:</p> <p>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</p> <p>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.</p> <p>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and 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 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized</p>



			<p>body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <ol style="list-style-type: none"> Issuance of Memorandum showing the membership in NTWG or Committee Certificate of Participation or Attendance; and Output/Adoption by the organization/ DepEd <p>Resource Speakership/ Learning Facilitation</p> <ol style="list-style-type: none"> Issuance/Memorandum/Invitation/Training Matrix; Certificate of Recognition/merit/Commendation/Appreciation; and Slide deck/s used and/or Session guide/s <p>NEAP Accredited Learning Facilitator</p> <ol style="list-style-type: none"> Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office
F. Application of Education <i>Acquired after the last promotion</i>	15	10	<p>Positions with experience requirement</p> <ol style="list-style-type: none"> Action Plan approved by the Head of Office Accomplishment Report verified by the Head of Office Certification of the utilization/adoption signed by the Head of Office
G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	10	<ol style="list-style-type: none"> 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



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



CHECKLIST OF REQUIREMENTS

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 <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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)hen 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.

