



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

January 10, 2025

REGIONAL MEMORANDUM

No. **035** s. 2025

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 (Major in Mathematics)	22	Curriculum and Learning Management Division
One (1)	Project Development Officer II	15	Education Support Services Division
One (1)	Administrative Assistant I (Secretary I)	07	Field Technical Assistance 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 submit the following documentary requirements **with proper tabbing** not later than **January 24, 2025, 5:00PM:**

- Letter of intent addressed to the Regional Director;
- 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;



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Website: region8.deped.gov.ph



- i. 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;
- 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C* of DepEd Order 007, s. 2023; and,
- k. 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.

2. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

3. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.

4. All official applicants in the pool shall be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

5. 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 III
Regional Director 

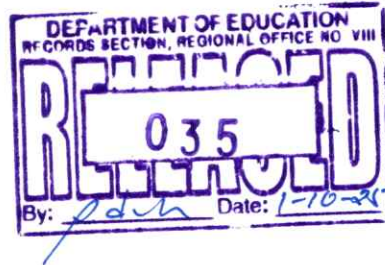
Enclosure: As stated

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. **035**, s. 2025**QUALIFICATION STANDARDS**

Qualification Standards	
Education Program Supervisor	
Education	Master's degree in Education or other relevant Master's degree with specific area of specialization
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)
Project Development Officer II	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant I (Secretary I)	
Education	Completion of two years studies in college or completion of Grade 12/Senior High School (starting 2018)
Experience	None required
Training	None required
Eligibility	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Education Program Supervisor		
Job Summary	Key Result Area	Duties and Responsibilities
<p>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 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</p>	<p>Management of Curriculum Implementation</p>	<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.
	<p>Curriculum Development, Enrichment, and Localization</p>	<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. • 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.

Development Coordinator)		<ul style="list-style-type: none"> Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
	Learning Delivery	<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.
	Learning Resource	<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 Job Description. 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.
	Learning Outcomes Assessment	<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.
	Special Curricular Programs and Support Activities	<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.
	Technical Assistance	<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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Project Development Officer II		
Job Summary	Key Result Area	Duties and Responsibilities
Serve as focal person in implementing and coordinating programs and projects in the field offices, as well as handle all learner rights and protection concerns.	Learner rights and protection-related functions.	<ul style="list-style-type: none"> • Establish and strengthen the framework to realize the rights of the learner in, and through the Department; • Ast as focal person in the policy implementation, monitoring, and reporting learner rights programs in the region; • Establish and maintain a monitoring and reporting mechanism for the implementation and enforcement by the Department of learner rights under domestic and international laws; • Advocate, create awareness, and build knowledge and capacity in relation to the rights of the learner in basis education, through learner rights education among the various stakeholders of the Department; • Initiate and coordinate cooperation or partnership activities within the government units, non-government organizations, civil society organizations, international organizations, and other key education partners and stakeholders in the policy formulation, monitoring, and reporting or learner rights implementation in the Department, and building awareness and advocacy of these rights; • Provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships; • Facilitate the implementation of LRP Programs with the Schools Division Offices under the jurisdiction of his/her Regional Office; • Facilitate the collection and consolidation of LRP reports/data from the Schools Division Offices; • Prepare memoranda, indorsements, and other similar communications related to LRP; • Coordinate with, and gather information from, the Schools Division Offices relative to LRP reports/concerns; • Lead in the implementation of the Child



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		<p>Protection Committee Functionality Assessment Tool; and</p> <ul style="list-style-type: none"> Assist the Legal Officer of the RO in monitoring administrative cases involving violation of Learner Protection Policies such as, but not limited to, DO No. 40, s. 2012, or the "DepEd Child Protection Policy", DO No. 55, s. 2013, or the "Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013".
	Perform other related tasks	<ul style="list-style-type: none"> Related to learners' rights and protection. As required.

Administrative Assistant I (Secretary I)		
Job Summary	Key Result Area	Duties and Responsibilities
To provide administrative support in the effective and efficient operation of the Field Technical Assistance Division (FTAD).	Secretarial/ Frontline and Administrative Support	<ul style="list-style-type: none"> Schedule and keep track of FTAD meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. Receive/route calls Responds to visitors' concerns. Follow through on inquiries. Prepare or encode into electronic format word documents and other presentation materials. Provide assistance and administrative support to training and conferences as assigned. Coordinate preparation of documents and supporting documents and forms needed in the operations of FTAD. Prepare requests for office equipment and office supplies for FTAD.
	Records Management	<ul style="list-style-type: none"> Receive, record and route documents addressed to FTAD 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. Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points			Means of Verification
	EPS	PDO II	ADAS I	
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
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	20	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.
E. Outstanding Accomplishments <i>Acquired after the last promotion</i>	5	10	10	Awards and Recognition: Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.

			<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: a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit</p> <p>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 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 body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees a. Issuance of Memorandum showing the membership in NTWG or Committee</p>
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				<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	10	<p>For positions with no experience requirement</p> <p>- 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>
G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	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 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	20	HRMPSB Ratings
TOTAL	100	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 completed)</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)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.

