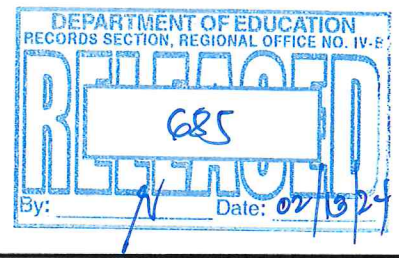




Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

February 12, 2024

ANNOUNCEMENT OF VACANCIES

TO : REGIONAL OFFICE EMPLOYEES
 SCHOOLS DIVISION SUPERINTENDENTS
 OTHERS CONCERNED

This is to announce the vacancies in the Regional Office and the corresponding requirements per 1997 Qualification Standards Manual. (see attached)

Interested and qualified applicants should signify their interest in writing. Attach the following documents (**with complete ear tags/label**) and arranged as listed below to the application letter and send to the address below not later than **March 1, 2024**.

- a. **Letter of Intent addressed to the Head of Office**
- b. DO 7 s.2023 Annex C or the **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), duly notarized by authorized official;
- c. **Fully accomplished Personal Data Sheet** (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) strictly following CSC Memorandum Circular (M.C.) Nos. 11 and 16, s. 2017 and the "Guide in Filling Up the Personal Data Sheet" with **Work Experience Sheet** (if applicable) which can be downloaded at www.csc.gov.ph; complete with signature, photo, thumb mark and **duly sworn and subscribed**, failure to do so would be tantamount to disqualification)
- d. **Performance rating** in the present position for one (1) year and relevant to the position to be filled and prior to the deadline of submission of application (if applicable);
- e. **Photocopy of certificate of eligibility/rating/valid PRC license (if applicable);**
- f. **Photocopy of Transcript of Records with General Weighted average rating** and Diploma including completion of graduate and post-graduate unit/degrees, if applicable
- g. **Photocopy of Certificate/s of Training attended**, if applicable and
- h. **Photocopy of latest appointment**, if applicable;
- i. Others (Certificate of Participation/Certificate of Recognition etc.

(IF APPLICABLE) Means of verification of other outstanding accomplishments as indicated in DepEd Order no. 007 s.2023 (**with complete ear tags/label**) and arranged as listed below such as:

1. Letter of Citation or Commendation from previous Employer
2. Academic or Inter-school Awards
3. Outstanding Employee Awards
 - a. Any issuance, memorandum or document showing the criteria for the Search and certificate of recognition/merit
4. 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 the utilization of the innovation, within the school/office duly signed by the Head of Office



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- d. Certification of adoption by another school/office duly signed by the Head of Office.
 - e. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.
5. Subject Matter Expert / NTWG or Committee Membership
- a. Issuance/Memorandum showing the membership
 - b. Certificate of Participation or Attendance; and
 - c. Output/Adoption by the organization/DepEd
6. Resource Speakership / Learning Facilitation
- a. Issuance/Memorandum/Invitation/Training Matrix;
 - b. Certificate of Recognition/Merit/Commendation; and
 - c. Slide deck/s used and/or Session guide/s
7. NEAP Accredited Learning Facilitator
- a. Certificate of Recognition as Learning Facilitator issued by NEAP in the Region
 - b. Certificate of Accreditation as Learning Facilitator issued by NEAP Central Office
8. Application of Education (AoE)
- a. Action Plan approved by the head of agency (office)
 - b. Accomplishment Report verified by the head of agency (office)
 - c. Certification of the utilization/adoption signed by the authority concerned
9. Application of Learning and Development (ALD)
- a. Certificate of Training or Certification on any applicable L&D intervention acquired that must be aligned to Individual Professional Development Plan (IPPD) ;for external applicants, a certification from HR stating that the L&D intervention is aligned to the core tasks of the incumbent or previous position shall berequired;
 - b. ActionPlan/Reentry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project aligned to the L&D intervention 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;
 - d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office/s at the local/higher level.

Individuals who failed to submit complete mandatory documents (**ITEMS A to H**) on the set deadline shall not be included in the pool of applicants.

QUALIFIED APPLICANTS are advised to register at the dmrojas.depedmimaroparegion.ph and follow the instructions on online submission through the site or send their application to:

Nicolas T. Capulong
NICOLAS T. CAPULONG, PhD, CESO III
 Director IV
 Regional Director
 DepED Regional Office IV MIMAROPA
 Meralco Avenue, cor. St. Paul Road, Pasig City
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Qualified applicants shall be assessed based on the criteria set forth in DepEd Order no. 007 s.2023 re: "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" to wit:

NON-TEACHING POSITIONS:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
A. Education	5	5	5	10
B. Training	5	5	10	5
C. Experience	20	20	15	15
D. Performance	10	20	20	20
E. Outstanding Accomplishments	5	10	10	10
F. Application of Education	-	10	10	10
G. Application of L&D	-	10	10	10
H. Potential (Written test, BEI, Work Sample Test)	55	20	20	20
TOTAL	100	100	100	100

The Regional Human Resource Merit Promotion and Selections Board shall be composed of the following:

Chairperson: Cherrylou D. Repia
 Director III

Office of the Assistant Regional Director

Members:

Jenyl Roma D. Rodriguez, Admin Officer V, ASD-PS

Florinda B. Dimansana, Chief, HRDD

Melbert S. Broqueza, Chief, QAD

Feejay A. Dimaculangan, EPS, 2nd Level Employees Representative

Herland Aries S. Cauba, Admin Aide VI, 1st Level Employees Representative

Secretariat:

Ms. Robina Mae D. Payao, Admin Officer IV, ASD-PS

Ms. Maricris T. Alcaide, Admin Assistant I, ASD

The HRMPSB may create a subcommittee to be announced in a separate memo. Its composition depends on the position to be filled up, whether the vacant item is a teaching/related teaching position or a non-teaching position, or whether the item is highly technical. They shall assist the HRMPSB in the conduct of recruitment and selection process. However, they shall only serve as an assistorial body. The HRMPSB shall maintain full responsibility and accountability in the results of the comparative assessment, and therefore, shall be responsible for queries and complaints pertaining to the comparative assessment.



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The timeline for the process of hiring for this publication is as follows:

Activity	Responsible Unit/Office/Person	Timeline
Acceptance of applications and other requirements for employment	Records Section	February 12- March 1, 2024
Preliminary screening of document of applicants	HRMPSB Secretariat	March 4-5, 2024
Evaluation of documents and deliberation of applicants	HRMPSB subcommittee and Secretariat	March 6, 2024
Panel interview and written examination	HRMPSB subcommittee and Secretariat	March 8 and 11, 2024
Conduct of Background investigation	AO V, Personnel Designated Background Investigators	March 11, 2024
Submission of Comparative Assessment Result to the appointing authority	HRMPSB and Secretariat	March 13, 2024
Posting of the results of the Selection Process and email notification to applicants	AO V, Personnel Section	March 14, 2024
Appointment of Successful candidates	AO V, Personnel Section	TBA

This notice of vacancy is open to all applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, and political affiliation.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


NICOLAS T. CAPULONG, PhD, CESO III
 Director IV
 Regional Director 



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NOTICE OF VACANCY

Position Title	Education Program Supervisor	Subject Area	None
Item No.	OSEC-DECSB-EPSVR-300093-2010	Salary Grade	22
Parenthetical Title	None	Monthly Salary	71,511.00
Governance Level	Regional Office	Unit/Division	Quality Assurance Division

JOB SUMMARY

- To provide technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions.
 To provide technical assistance technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.

QUALIFICATION STANDARDS

Education	Masters degree in education or other relevant degree or Masters degree with specific area of specialization
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant training

KEY RESULT AREAS

DUTIES AND RESPONSIBILITIES

Quality Assurance Standards and Policy Formulation & Adoption

- Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS)
- Designs QA-M&E processes and tools to operationalize the QMS framework of the region
- Coordinates the development of regional guidelines/standards/tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers).



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	<p>performance of organizational units, Learners, School Heads and Education Managers).</p> <ul style="list-style-type: none"> • Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems • Facilitates group processes for the review of existing national standards for its localization as appropriate to the region • Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes • Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.
<p>Progress M&E</p>	<ul style="list-style-type: none"> • Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement • Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division. • Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards. • Prepares M & E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions. • Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/project goals and objectives.
<p>Results M&E</p>	<ul style="list-style-type: none"> • Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators • Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes. • Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges.



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	<ul style="list-style-type: none"> • Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards • Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school. • Identify, gather data/ research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.
Coordination with Other RO Units	<ul style="list-style-type: none"> • Assists Chief of QAD in communicates M & E results to concerned FDs/Units and schools division management teams • Participates in designing and crafting REDP that will set the strategic directions for the region. • Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region.
Technical Assistance	<ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region
Unit Performance	<ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit • Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit



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NOTICE OF VACANCY

Position Title	Administrative Assistant III	Subject Area	None
Item No.	OSEC-DECSB-ADAS3-300003-2020	Salary Grade	09
Parenthetical Title	Secretary II	Monthly Salary	21, 211
Governance Level	Regional Office	Unit/Division	Human Resource Development Division

JOB SUMMARY

The position is responsible for the day-to-day operation and management of the records and property inventory system. The position is also responsible to assist in the financial and budget monitoring of the Division as well support in the preparation, implementation and evaluation of the Professional Learning Programs.

QUALIFICATION STANDARDS

Education	Completion of 2 years studies in college
Experience	1 year of relevant experience
Eligibility	Career Service Subprofessional (First Level Eligibility)
Trainings	4 hours of relevant training

KEY RESULT AREAS

DUTIES AND RESPONSIBILITIES

Records Management

- Maintain record management and tracking system to coordinate information and records.
- Ensure the registration and storage of all incoming and outgoing communications for the Division.
- Maintain the security of all electronic records.
- Create audit trails for progressing policy and program development.
- Conduct searches of the records management system to locate communications.

Asset management

- Maintain the register of fixed and movable assets.
- Monitor maintenance requirements and arrange maintenance according to fixed schedules.
- Establish processes and procedures for the temporary removal of assets from HRDD premises.



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	<ul style="list-style-type: none">• Arrange for the disposal of non-functional, redundant and obsolete equipment according to DepEd and government protocols.
Clerical Support	<ul style="list-style-type: none">• Assist the Chief and Technical Personnel of the Division in the Administrative activities and daily operations.• Aid in the development, implementation and monitoring of financial matters in the programs of the Division.
Provision of Administrative Assistance to Professional Learning Programs	<ul style="list-style-type: none">• Provide administrative support in the development, implementation and evaluation of Professional Learning Programs of the Division.• Prepare supplies, materials and other resources needed in the conduct of programs and activities.
Secondary Duties	<ul style="list-style-type: none">• Performs other duties and may be assigned by supervising officer



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NOTICE OF VACANCY

Position Title	Administrative Assistant I		
Item No.	OSEC-DECSB-ADAS1-300064-2014	Salary Grade	7
Parenthetical Title	Secretary I	Monthly Salary	18,620
Governance Level	Regional Office	Unit/Division	Human Resource Development Division

JOB SUMMARY

To assist the HRD management and staff and provide administrative support in the effective and efficient operation of the Human Resource Development Division

QUALIFICATION STANDARDS

Education	Completion of 2 years studies in college
Experience	None required
Eligibility	Career Service Subprofessional (First Level Eligibility)
Trainings	None required

KEY RESULT AREAS

DUTIES AND RESPONSIBILITIES

Plots/Schedules HRDD Activities	Schedules/calendars HRD activities such as T&D activities, 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.
Record Keeping	<ul style="list-style-type: none"> Receives, records and routes documents addressed to the HRDD 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 HRDD records and documents retrievable and accessible while ensuring the safety and security of files.
Administrative Support	<ul style="list-style-type: none"> Provides administrative support/logistics needs in the implementation of HRDD programs/projects/activities initiated by Human Resource Development Division through collection/consolidation of



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	<p>participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment</p> <ul style="list-style-type: none"> • Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Chief and other EPS by preparing required documents/forms • Prepares PowerPoint presentation drafted by the Chief, EPS and other trainers/facilitators for use in any scheduled training/seminar-workshops • Assist in the implementation of HR services and systems such as HRIS, HR planning : search, competency assessment, selection and placement, succession planning and career development/management, performance management, reward and recognition system and exit and retirement program by recording and keeping accurate data, systematic records
<p>Secretariat/Frontline</p>	<ul style="list-style-type: none"> • 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. • Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of HRDD