



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

July 21, 2021

**REGIONAL MEMORANDUM**

No. **000390**, s. 2021

**ANNOUNCEMENT OF THE VACANT POSITION 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 position in this Office and invitation to apply:

<u>No of Vacancy</u>	<u>Position Title</u>	<u>Salary Grade</u>	<u>Assignment</u>
<b>One (1)</b>	<b>Education Program Supervisor</b> <i>major in Technology and Livelihood Education/ Technical Vocational and Livelihood)</i>	<b>22</b>	<b>DepED RO VIII</b>

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply and may submit their Letter of Intent and Personal Data Sheet (CS Form No. 212, Revised 2017) supported with the documents with proper tabbing indicated in the enclosure not later than **August 6, 2021**.

3. Attached are the qualification standards, job summary and key result areas, criteria, points, and supporting documents for reference. Application documents may be submitted through the Guard on Duty 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. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said positions.



5. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Enclosure: Request for Publication

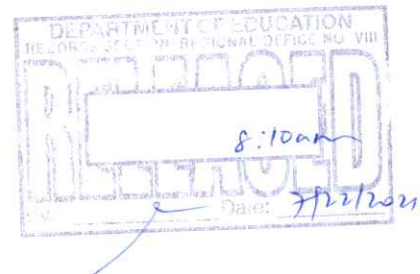
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT

INVITATION TO APPLY

VACANT POSITION



AD-PS-EDR

Enclosure to Regional Memorandum No. \_\_\_\_\_, s. 2021

**Qualification Standards for the Position**

<b>Qualification Standards</b>		<b>Means of Verification</b>
Education	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	Transcript of Records; Certification of Completed Academic Requirements
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	Appointment; Service Records
Training	8 hours of relevant training	Certificate of Completion or Participation
Eligibility	RA 1080 (Teacher)	PRC license

**Job Summary and Key Result Areas per DepEd Compendium**

<b>Job Summary</b>	<b>Key Result Area</b>
<ul style="list-style-type: none"> <li>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;</li> <li>To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.</li> <li>When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)</li> </ul>	<ul style="list-style-type: none"> <li>Management of Curriculum Implementation</li> <li>Curriculum Development, Enrichment, and Localization</li> <li>Learning Delivery</li> <li>Learning Resource</li> <li>Learning Outcomes Assessment</li> <li>Special Curricular Programs and Support Activities</li> <li>Technical Assistance</li> </ul>



**Criteria, Points, and Supporting Documents**  
(per DepEd Order No. 66, s. 2007)

CRITERIA	POINTS	SUPPORTING DOCUMENTS
<p><b>A. PERFORMANCE RATING</b> <i>(Performance rating for the last 3 rating periods should be at least <b>Very Satisfactory</b>)</i></p>	<b>35</b>	<ul style="list-style-type: none"> <li>• Individual Performance Review Commitment and Review Form (IPCRF)                             <ul style="list-style-type: none"> <li>- For School Year: 2019-2020, 2018-2019, 2017-2018</li> <li>- For Calendar Year: 2020, 2019, 2018</li> </ul> </li> </ul>
<p><b>B. EXPERIENCE</b> <i>(must be relevant to the duties and functions of the position to be filled)</i></p> <p><i>Every year is given a point but not to exceed five (5) points</i></p>	<b>5</b>	<ul style="list-style-type: none"> <li>• Appointment</li> <li>• Service Record</li> <li>• Certificate of employment</li> <li>• Job Contract or Memorandum of Agreement</li> <li>• Designation Orders</li> <li>• OPCR/IPCR</li> </ul>
<p><b>C. OUTSTANDING ACCOMPLISHMENTS</b> <i>(Meritorious Accomplishments)</i> <i>(earned/acquired after the latest promotion)</i></p>	<b>20</b>	
<p>a. Outstanding Employee Award/Other Outstanding Accomplishments</p>	4	<ul style="list-style-type: none"> <li>• Certificates/Plaques of Recognition or Appreciation</li> </ul>
<p>b. Innovations</p>	4	<ul style="list-style-type: none"> <li>• Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office</li> <li>• Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office</li> <li>• Certification signed by the Head of Office on the extent of implementation of the office</li> </ul>
<p>c. Research and Development Projects</p>	4	<ul style="list-style-type: none"> <li>• Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office</li> <li>• Certification from the Research Committee on the scope of the</li> </ul>

		Research Locale as to where it was conducted
d. Publication/Authorship	4	<ul style="list-style-type: none"> <li>• Copy of the book, magazine or publication where article is written with name of the author indicated; certification of the authorities concerned</li> </ul>
e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium	4	<ul style="list-style-type: none"> <li>• Certificates/Plaques of Recognition or Appreciation</li> </ul>
<b>D. EDUCATION AND TRAINING</b>		
<b><u>Education</u></b>	<b>25</b>	
<ul style="list-style-type: none"> <li>• Complete Academic Requirements for Master's Degree</li> </ul>	10	<ul style="list-style-type: none"> <li>• Transcript of Records</li> <li>• Certification for Completed Academic Requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Master's Degree</li> </ul>	15	
<ul style="list-style-type: none"> <li>• Complete Academic Requirements for Doctoral Degree</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Doctoral Degree</li> </ul>	25	
<b><u>Training</u></b>	<b>5</b>	
<i>(earned/acquired after the latest promotion)</i>		<ul style="list-style-type: none"> <li>• Certificates of completion or participation</li> </ul>
Participant in a specialized training, e.g. scholarship programs, short courses, study grants.	<i>One point for every month of attendance but not to exceed five (5) points</i>	
Participant in three (3) or more training activities in each level conducted for at least three (3) days.		
<ul style="list-style-type: none"> <li>• District Level</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Division Level</li> </ul>	2	
<ul style="list-style-type: none"> <li>• Regional Level</li> </ul>	3	
Participant in one (1) training conducted for at least three (3) days.		
<ul style="list-style-type: none"> <li>• National Level</li> </ul>	4	
<ul style="list-style-type: none"> <li>• International Level</li> </ul>	5	



Chair/Co-Chair in a technical/planning committee		
<ul style="list-style-type: none"> <li>• District Level</li> <li>• Division Level</li> <li>• Regional Level</li> <li>• National Level</li> <li>• International Level</li> </ul>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	
<b>E. POTENTIAL</b> ( <i>Behavioral Event Interview and Written Examination</i> )	<b>5</b>	
<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Ability to present Ideas</li> <li>• Alertness</li> <li>• Judgement</li> <li>• Leadership Ability</li> </ul>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	
<b>F. PSYCHOSOCIAL ATTRIBUTES &amp; PERSONALITY TRAITS</b> ( <i>Behavioral Event Interview and Written Examination</i> )	<b>5</b>	
<ul style="list-style-type: none"> <li>• Human Relations</li> <li>• Decisiveness</li> <li>• Stress Tolerance</li> </ul>	<p>2</p> <p>2</p> <p>1</p>	
<b>TOTAL</b>	<b>100</b>	



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

Date: 21-Jul-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Education Program Supervisor	OSEC- DECSB- EPSVR- 540080-2010	22	68415	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	Technical: Learning design, Domain, discipline knowledge, research/pedagogy; Behavioral: Self- management (Personal Effectiveness); Management; Leadership	DepED RO VIII

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 6, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (1 copy);

2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2019-2020, 2018-2019, 2017-2018; for Calendar Year: 2020, 2019, 2018 (1 copy of each rating period));
3. Authenticated copy of PRC license/CSC eligibility (1 copy);
4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy);
5. Updated Service Records, if any (1 copy);
6. Copy of previously approved appointment, if any (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years, whichever is later (1 copy of each certificate));
9. Authorship of books, articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.); and
10. Designation Orders; and other documents that have bearing in the evaluation.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MA. GEMMA MERCADO LEDESMA**

Regional Director

Department of Education, Regional  
Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

records.region8@deped.gov.ph cc

personnel.region8@deped.gov.ph

**NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.**