



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

September 1, 2021

REGIONAL MEMORANDUM

No. **001502**, s. 2021

**ANNOUNCEMENT OF THE VACANT POSITIONS 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 positions in this Office and invitation to apply:

<u>No of Vacancy</u>	<u>Position Title</u>	<u>Salary Grade</u>	<u>Assignment</u>
One (1)	Project Development Officer II	15	Education Support Services Division (ESSD)
One (1)	Draftsman II	08	(ESSD)

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 **September 16, 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

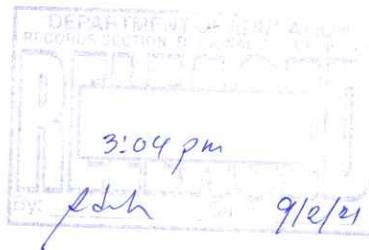
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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. 104, s. 2021

QUALIFICATION STANDARDS

Project Development Officer II		
Qualification Standards		Means of Verification
Education	Bachelor's Degree relevant to the Job	Transcript of Records; Certification of Completed Academic Requirements
Experience	1 year relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	4 hours relevant training	Certificate of Completion or Participation
Eligibility	Career Service (Professional)/Second Level Eligibility	Eligibility/License
Draftsman II		
Qualification Standards		Means of Verification
Education	Completion of 2 years in college or high school graduate with relevant vocational/trade course	Transcript of Records; Certification of Graduation; Form 137; or Report Card
Experience	1 year relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	4 hours relevant training	Certificate of Completion or Participation
Eligibility	Draftsman MC 11, s. 1996 as amended by MC 10, s. 2013 (Category II)	Certificate of Eligibility from CSC/TESDA

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND FUNCTIONS

Project Development Officer II		
Job Summary	Key Result Area	Duties and Responsibilities
Ensures safety and learning continuity, institutionalizes Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE), and strengthens the resilience of basic education in the context of natural and human-induced hazards.	Risk-Informed Plans, Policies and Standards	<ul style="list-style-type: none"> Review existing plans, policies, and standards. Develop/enhance and disseminate risk-informed plans, policies, and standards for implementation.
	Partnerships for Strengthening Resilience	<ul style="list-style-type: none"> Identify areas for partnerships with external partners on DRRM, CCA and EiE programs. Establish a regular coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise and best practices among external and internal partners. Participate in International events/conferences. Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery. Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.
	DRRM Information System (DRRMIS) and Research	<ul style="list-style-type: none"> Create uniform templates to accommodate required data and provide feedback to the different DepEd offices and partners. Enhance data handlers' on: knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software. Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references. Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas. Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation.
	Resilience Education	<ul style="list-style-type: none"> Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum. Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.
	Information, Education and Communication (IEC) and Advocacy for Resilience	<ul style="list-style-type: none"> Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE. Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration). Create a communication campaign on safety and

		<p>resilience.</p> <ul style="list-style-type: none"> • Establish a library on IECs for DRRM, CCA, and EiE (hard and digital). • Provide regions, divisions, and schools support and assistance, enabling early return to normal operations and recovery towards resilient development.
	<p>Learning Continuity and Resilience Interventions</p>	<ul style="list-style-type: none"> • Provide interventions for the well-being of affected personnel and learners. • Facilitate the support and assistance to divisions, and schools, enabling early return to normal operations and recovery towards resilient development. • Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.
	<p>Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives</p>	<ul style="list-style-type: none"> • Monitor progress of DRRMS' comprehensive school safety initiatives. • Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.

Draftsman II		
Job Summary	Key Result Area	Duties and Responsibilities
<p>To provide drafting services and assistance to the Engineer in the construction of educational facilities.</p>	<p>Drawings and Blueprints</p>	<ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.
	<p>Physical Facilities Cost Estimates</p>	<ul style="list-style-type: none"> • Prepare cost estimates of education physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing supporting documents to validate local costing of submitted bid documents on physical facilities.

CRITERIA, POINTS, AND SUPPORTING DOCUMENTS

CRITERIA	POINTS		SUPPORTING DOCUMENTS
	PDO II Level 2	Drafts man II Level 1	
<p>A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i></p>	30	35	<ul style="list-style-type: none"> • Individual Performance Review Commitment and Review Form (IPCRF) - For School Year: 2019-2020, 2018-2019, 2017-2018 - For Calendar Year: 2020, 2019, 2018
<p>B. EXPERIENCE <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 ten (10) points of level 2 and five (5) points for level 1</i></p>	10	5	<ul style="list-style-type: none"> • Appointment • Service Record • Certificate of employment • Job Contract or Memorandum of Agreement • Designation Orders • OPCR/IPCR
<p>C. OUTSTANDING ACCOMPLISHMENTS <i>(Meritorious Accomplishments)</i> <i>(earned/acquired after the latest promotion)</i></p> <p>a. Outstanding Employee Award/Other Outstanding Accomplishments</p> <ul style="list-style-type: none"> - Awardee in the school – 1pt - Nomination in the division/awardee in the district – 1.5pts - Nomination in the region/awardee in the division – 2pts - Nomination in the Department/awardee in the region – 3pts - National Awardee – 4pts 	20	5	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation

<p>b. Innovations <i>Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official</i></p> <ul style="list-style-type: none"> - Conceptualized – 1pt - Started the implementation – 1.5pts - Fully implemented in the school – 2pts - Adopted in the district – 3pts - Adopted in the division– 4pts 	4	1	<ul style="list-style-type: none"> • Copy of the Innovation Document with the name of candidate, duly noted by the Head of Office • Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully Implemented in the Office • Certification signed by the Head of Office on the extent of implementation of the office
<p>c. Research and Development Projects</p> <ul style="list-style-type: none"> - Action research conducted in the school level – 1pt - Action research conducted in the district level – 2pts - Action research conducted in the division level – 3pts - Action research conducted in the regional level – 4pts 	4	1	<ul style="list-style-type: none"> • Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office • Certification from the Research Committee on the scope of the Research Locale as to where it was conducted
<p>d. Publication/Authorship</p> <ul style="list-style-type: none"> - Articles published in a journal/newspaper/magazine of wide circulation – 1pt - Co-authorship of a book (shall be divided by the number of authors) – 4pts - Sole authorship of a book – 4pts 	4	1	<ul style="list-style-type: none"> • Copy of the book, magazine or publication where article is written with name of the author indicated; certification of the authorities concerned
<p>e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium</p>	4	1	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation

<ul style="list-style-type: none"> - District level/school – 1pt - Division level – 1.5pts - Regional level – 2pts - National level – 3pts - International level – 4pts 			
<p>D. EDUCATION AND TRAINING</p> <p><u>Education</u></p> <ul style="list-style-type: none"> • Complete Academic Requirements for Master’s Degree • Master’s Degree • Complete Academic Requirements for Doctoral Degree • Doctoral Degree 	<p>15</p> <p>7</p> <p>10</p> <p>13</p> <p>15</p>	<p>10</p> <p>6</p> <p>7</p> <p>9</p> <p>10</p>	<ul style="list-style-type: none"> • Transcript of Records • Certification for Completed Academic Requirements
<p>Training <i>(earned/acquired after the latest promotion)</i></p>	10	10	<ul style="list-style-type: none"> • Certificates of completion or participation
<p>Participant in a specialized training, e.g. scholarship programs, short courses, study grants.</p> <p>Participant in three (3) or more training activities in each level conducted for at least three (3) days.</p> <ul style="list-style-type: none"> • District Level • Division Level • Regional Level <p>Participant in one (1) training conducted for at least three (3) days.</p> <ul style="list-style-type: none"> • National Level • International Level <p>Chair/Co-Chair in a technical/planning committee</p> <ul style="list-style-type: none"> • District Level • Division Level • Regional Level • National Level • International Level 	<p><i>One point for every month of attendance but not to exceed ten (10) points</i></p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	<p><i>One point for every month of attendance but not to exceed ten (10) points</i></p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p> <p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	

E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>)	10	20	
<ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability 	2 2 2 2 2	4 4 4 4 4	
F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (<i>Behavioral Event Interview and Written Examination</i>)	5	15	
<ul style="list-style-type: none"> • Human Relations • Decisiveness • Stress Tolerance 	2 2 1	6 5 4	
TOTAL	100	100	