



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

April 12, 2022

REGIONAL MEMORANDUM

No. **351**, s. 2022

**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:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Chief Education Supervisor	24	DepED RO VIII
One (1)	Administrative Assistant III (Senior Bookkeeper)	09	Finance Division
One (1)	Administrative Assistant III (Secretary II)	09	Human Resource Development Division
Two (2)	Administrative Assistant I (Secretary I)	07	Policy, Planning and Research Division and Finance Division

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 **May 5, 2022**.

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.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosure: Request for Publication

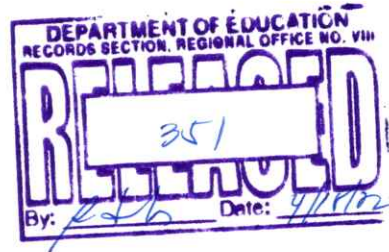
References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

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. 351, s. 2022

QUALIFICATION STANDARDS

Chief Education Supervisor		
Qualification Standards		Means of Verification
Education	Master's degree in Education or other relevant Master's degree	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	4 years relevant experience in management and supervision	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	24 hours training in management and supervision	Certificate of Completion or Participation
Eligibility	PBET; Teacher	Certificate of Eligibility

Administrative Assistant III (Senior Bookkeeper)		
Qualification Standards		Means of Verification
Education	Completion of 2 years studies in college	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	1 year of relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	4 hours of relevant training	Certificate of Completion or Participation
Eligibility	Career Service (Sub professional) First Level Eligibility	Certificate of Eligibility

Administrative Assistant III (Secretary II)		
Qualification Standards		Means of Verification
Education	Completion of 2 years studies in college	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	1 year of relevant experience	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	4 hours of relevant training	Certificate of Completion or Participation
Eligibility	Career Service (Sub-professional) First Level Eligibility	Certificate of Eligibility

Administrative Assistant I (Secretary I)		
Qualification Standards		Means of Verification
Education	Completion of 2 years studies in college	Transcript of Records; Certification of Completed Academic Requirements; Diploma
Experience	None required	Appointment; Service Record; Certificate of employment; Job Contract or Memorandum of Agreement; Designation Orders; OPCR/IPCR
Training	None required	Certificate of Completion or Participation
Eligibility	Career Service Sub-Professional (First Level Eligibility)	Certificate of Eligibility

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND FUNCTIONS

Chief Education Supervisor		
Job Summary	Key Result Area	Duties and Responsibilities
To facilitate the provision of technical assistance to schools divisions by the regional supervisors and technical personnel, by developing a regional system of implementing the same technical assistance provision. To lead and manage the work of the RO TA teams that will operationalize and monitor the implementation of the Technical Assistance system in the region	Technical Assistance Support System & Process	<ul style="list-style-type: none"> • Ensures that TA Support Systems and Processes are in place and are clearly understood by all RFTAT members. • Review and develop policies and guidelines on the processes and mechanisms of the planning system to suit the local needs. • Ensure the capability of the region and school's division ability to implement the TA mechanism and system. • Build the capability of RO educational technical staff to provide technical assistance to schools division.
	Understanding The Client (Schools Divisions' Needs, Aspirations, Plans, Strength and Weaknesses	<ul style="list-style-type: none"> • Organize and conduct the training of all RFTATs on the TA Mechanism. • Orient or conduct a briefing session with all RFTATs regarding their roles and responsibilities in the provision of TA in general plus other specific focus of the subsequent TA activity.
	Regional Support for Schools Division Office' Performance Effectiveness	<ul style="list-style-type: none"> • Provide oversight and support to all RFTATs in providing TA to schools divisions.
	Learning from Experience	<ul style="list-style-type: none"> • Leads in identifying and sharing of Best practices in providing TA to schools divisions.
	Unit Performance	<ul style="list-style-type: none"> • Coordinates with Budget in the preparation of the work and financial plan and accomplishments of the FTAD.

Administrative Assistant III (Senior Bookkeeper)		
Job Summary	Key Result Area	Duties and Responsibilities
To maintain and safeguard the books, records and supporting schedules of the RO by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.	Financial Records and Reports	<ul style="list-style-type: none"> • Prepares the financial and accountability reports for submission to the Management, Commission on Audit, Department of Budget and Management and other oversight agencies. • Prepares schedules to support the financial statements/reports. • Keeps the books of original entry and books of final entry. • Posts financial transactions from the books of original entry to the general ledger. • Foots and balances the general ledger and keeps various subsidiary ledgers. • Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances. • Prepares correspondence on financial and bookkeeping matters. • Monitors release of cash advances to both elementary and secondary schools without complete set of books. • Coordinating tasks as maybe assigned by the immediate supervisor.

Administrative Assistant III (Secretary II)		
Job Summary	Key Result Area	Duties and Responsibilities
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	Records Management	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Maintain the register of fixed and movable assets. • Monitor maintenance requirements and arrange maintenance according to fixed schedules. • Establish processes and procedures for the

budget monitoring of the Division as well support in the preparation, implementation and evaluation of the Professional Learning Programs.		temporary removal of assets from HRDD premises. <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

Administrative Assistant I (Secretary I) Policy, Planning and Research Division		
Job Summary	Key Result Area	Duties and Responsibilities
Assists the management and staff and provide administrative support in the effective and efficient operation of the PPR Division	Record Keeping	<ul style="list-style-type: none"> • Calendar PPRD activities and notify concerned staff. • Receive, record and route documents addressed to the PPRD 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 by the Chief, distribute copies of the minutes to concerned parties, as well as files a copy for future reference.
	Administrative Support	<ul style="list-style-type: none"> • 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 needed in the operations of PPRD.

Administrative Assistant I (Secretary I) Finance Division		
Job Summary	Key Result Area	Duties and Responsibilities
<p>Assists the management and staff and provide administrative support in the effective and efficient operation of the Finance Division</p>	<p>Record Keeping</p>	<ul style="list-style-type: none"> • Calendar FD activities and notify concerned staff. • Receive, record and route documents addressed to the FD 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 by the Chief, distribute copies of the minutes to concerned parties, as well as files a copy for future reference.
	<p>Administrative Support</p>	<ul style="list-style-type: none"> • 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 needed in the operations of FD.

CRITERIA, POINTS, AND SUPPORTING DOCUMENTS

CRITERIA	POINTS		SUPPORTING DOCUMENTS
	Teaching and Related-Teaching (CES)	Non-Teaching Level 1 (ADAS III & ADAS I)	
<p>A. PERFORMANCE RATING <i>(Performance rating for the last 3 rating periods should be at least Very Satisfactory)</i></p>	35	35	<ul style="list-style-type: none"> • Individual Performance Review Commitment and Review Form (IPCRF) <ul style="list-style-type: none"> - For School Year: 2020-2021, 2019-2020, 2018-2019 - For Calendar Year: 2021, 2020, 2019
<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 for level 2 and five (5) points for level 1 and teaching and related teaching positions</i></p>	5	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 - Nomination in the division/awardee in the district - Nomination in the region/awardee in the division - Nomination in the Department/awardee in the region - National Awardee 	<p>20</p> <p style="margin-left: 40px;">4</p> <p style="margin-left: 40px;">1</p> <p style="margin-left: 40px;">1.5</p> <p style="margin-left: 40px;">2</p> <p style="margin-left: 40px;">3</p> <p style="margin-left: 40px;">4</p>	<p>5</p> <p style="margin-left: 40px;">1</p> <p style="margin-left: 40px;">.2</p> <p style="margin-left: 40px;">.4</p> <p style="margin-left: 40px;">.6</p> <p style="margin-left: 40px;">.8</p> <p style="margin-left: 40px;">1</p>	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation

<p>b. Innovations</p> <p><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 - Started the implementation - Fully implemented in the school - Adopted in the district - Adopted in the division 	<p>4</p> <p>1</p> <p>1</p> <p>1.5</p> <p>2</p> <p>3</p> <p>4</p>	<p>1</p> <p>.2</p> <p>.4</p> <p>.6</p> <p>.8</p> <p>1</p>	<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 - Action research conducted in the district level - Action research conducted in the division level - Action research conducted in the regional level 	<p>4</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>1</p> <p>.25</p> <p>.50</p> <p>.75</p> <p>1</p>	<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 - Co-authorship of a book (shall be divided by the number of authors) 	<p>4</p> <p>1</p> <p>4</p>	<p>1</p> <p>.25</p> <p>1</p>	<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

- Sole authorship of a book	4	1	concerned
e. Consultancy/Resource Speakership in Training/Seminar/Workshop/ Symposium	4	1	• Certificates/Plaques of Recognition or Appreciation
- District level/school	1	.2	
- Division level	1.5	.4	
- Regional level	2	.6	
- National level	3	.8	
- International level	4	1	
D. EDUCATION AND TRAINING	25	10	
<u>Education</u>			
• Complete Academic Requirements for Master's Degree	10	6	• Transcript of Records
• Master's Degree	15	7	• Certification for Completed Academic Requirements
• Complete Academic Requirements for Doctoral Degree	20	9	
• Doctoral Degree	25	10	
Training <i>(earned/acquired after the latest promotion)</i>	5	10	• Certificates of completion or participation
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>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	
Participant in three (3) or more training activities in each level conducted for at least three (3) days.			
• District Level	1	2	
• Division Level	2	4	
• Regional Level	3	6	
Participant in one (1) training conducted for at least three (3) days.			
• National Level	4	8	
• International Level	5	10	

<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>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	
<p>E. POTENTIAL (<i>Behavioral Event Interview and Written Examination</i>)</p>	5	20	HRMPSB Ratings
<ul style="list-style-type: none"> • Communication Skills • Ability to present Ideas • Alertness • Judgement • Leadership Ability 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>	
<p>F. PSYCHOSOCIAL ATTRIBUTES & PERSONALITY TRAITS (<i>Behavioral Event Interview and Written Examination</i>)</p>	5	15	HRMPSB Ratings
<ul style="list-style-type: none"> • Human Relations • Decisiveness • Stress Tolerance 	<p>2</p> <p>2</p> <p>1</p>	<p>6</p> <p>5</p> <p>4</p>	
TOTAL	100	100	