



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

March 14, 2024

REGIONAL MEMORANDUM

No. **295** s. 2024

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)	Senior Education Program Specialist	19	Human Resource Development Division
One (1)	Education Program Specialist II	16	Human Resource Development Division
One (1)	Accountant I	12	Finance Division
One (1)	Administrative Assistant I (Secretary I)	07	Finance Division
One (1)	Administrative Aide III (Utility Worker II)	03	Administrative Division-General Services Unit

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 **their Letter of Intent** and the following supporting documents **with proper tabbing** not later than **March 27, 2024**:

- 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;

- h. 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;
- i. 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), notarized by authorized official; and
- j. 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.

3. 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 IV
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:

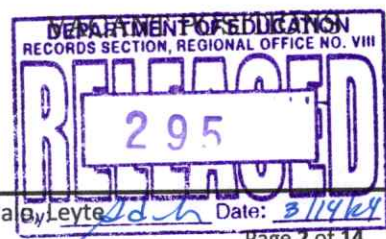
ANNOUNCEMENT

INVITATION TO APPLY

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



Enclosure to Regional Memorandum No. 295, s. 2024**QUALIFICATION STANDARDS**

Qualification Standards	
Senior Education Program Specialist	
Education	Bachelor's degree in Education or its equivalent and Completion of Academic Requirements for Master's degree relevant to the job
Experience	2 years experience in education research, development, implementation or other relevant experience
Training	8 hours of relevant training
Eligibility	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Education Program Specialist II	
Education	Bachelor's degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation or other relevant experience
Training	4 hours of relevant training
Eligibility	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Accountant I	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None required
Eligibility	RA 1080 (CPA)
Administrative Assistant I (Secretary I)	
Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Administrative Aide III (Utility Worker II)	
Education	Must be able to read and write
Experience	None required
Training	None required
Eligibility	None required (MC 11, s. 96 - Cat. III)

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Senior Education Program Specialist		
Job Summary	Key Result Area	Duties and Responsibilities
<p>This position is responsible for assisting the Human Resources Development Division (HRDD) Chief in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also leads in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.</p>	Program Development and Delivery	<ul style="list-style-type: none"> • Develop and deliver professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context. • Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors.
	Program Evaluation	<ul style="list-style-type: none"> • Create the Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region. • Lead in the evaluation of professional development interventions within the region.
	Liaison	<ul style="list-style-type: none"> • Identify and collaborate with professional development partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs). • Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO.
	Secondary Duties	<ul style="list-style-type: none"> • Perform other functions as assigned.

Education Program Specialist II		
Job Summary	Key Result Area	Duties and Responsibilities
<p>Assists the Chief and Education Program Supervisors in maintaining systems and implementing its</p>	HR Strategic Plans and Policies	<ul style="list-style-type: none"> • Assists the Education Program Supervisors in preparing a research agenda, conducting researches, benchmark studies, and needs assessment by gathering secondary and primary data to inform HRD plans and policies and HRD systems adjustments.
	Search, Recruitment, Selection and	<ul style="list-style-type: none"> • Support the Education Program Supervisors in monitoring the schools division in its implementation of policies, guidelines,

<p>components in order to ensure delivery of quality and sustainable HRD services.</p>	<p>Placement</p>	<p>standards and processes on search, recruitment, selection and placement of human resource, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job.</p> <ul style="list-style-type: none"> • Gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job). • Research and provide inputs on processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits. • Gather data and prepare reports on the conduct of orientation of new employees to provide inputs for improvement of orientation.
	<p>Professional and Career Development</p>	<ul style="list-style-type: none"> • Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and availment of its products and services. • Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRMD development plan and for designing interventions. • Define and update Competency Models for the various job groups in the region to ensure relevant development tracks. • Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track. • Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies. • Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track. • Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services.

		<ul style="list-style-type: none"> • Coordinate and conduct, training programs according to its design and budget. and evaluate such programs periodically. • Continuously search for scholarship opportunities for personnel in the region. • Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization. • Design professional and career development programs and prepare training packages that are needs-based, learner centered, performance and results oriented as well as cost-effective offerings to the regions and schools divisions human resource. • Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data. • Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions.
	<p>Performance Management</p>	<ul style="list-style-type: none"> • Gather data on the implementation of the Performance Management System and Guidelines and Rewards and Recognition Programs as inputs to monitoring report. • Support EPS in the Conduct of Performance Management System orientation and training of managers and staff to ensure proper implementation. • Prepare prototype information materials and assist in the conduct of orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals. • Gather data on the Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization.
	<p>Employees Welfare</p>	<ul style="list-style-type: none"> • Assist in the conduct of studies to identify the needs of employee groups according to life and career stage, gender, work conditions, health and safety requirements in the workplace, etc. • Provide data inputs towards enhancement of recognition and rewards programs to maintain applicability and relevance.

		<ul style="list-style-type: none"> • Keep updated on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations. • Provide inputs towards the publication of relevant issuances and other documents on personnel management (Personnel handbook of information)
	Technical Assistance	<ul style="list-style-type: none"> • Assist in the collection of data to identify TA needs according to the strategies of the TA teams. • Assist in the identification of HRD interventions to respond to HRD needs of schools divisions.

Accountant I		
Job Summary	Key Result Area	Duties and Responsibilities
Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations	Financial Records and Reports	<ul style="list-style-type: none"> • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulation. • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Checks the accuracy, validity and appropriateness of income and expenditure

		<p>transactions.</p> <ul style="list-style-type: none"> • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
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Administrative Assistant I (Secretary I)		
Job Summary	Key Result Area	Duties and Responsibilities
To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division	Plots/Schedules Finance Division Activities	<ul style="list-style-type: none"> • Schedules/calendars FD activities such as training and workshops, 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 Management	<ul style="list-style-type: none"> • Receives, records and routes 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. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • 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.

Administrative Aide III (Utility Worker II)		
Job Summary	Key Result Area	Duties and Responsibilities
Performance general clerical tasks, messengerial works, janitorial services, and other manual jobs.	Clerical	<ul style="list-style-type: none"> • Perform a variety of skilled clerical tasks, receives and processes job request or trip tickets following establish rules and regulations; • Endorse communication to proper offices; • Keep time records of employees.
	Messengerial	<ul style="list-style-type: none"> • Perform general messengerial work, collect/segregate incoming and outgoing correspondence, documents, packages, office supplies and materials.
	Filing	<ul style="list-style-type: none"> • Perform clerical tasks such as filing cards, sorting mail, maintaining simple records or maintain simple records or maintaining small stock of office supplies.
	Janitorial services	<ul style="list-style-type: none"> • Maintain cleanliness of the office.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points				Means of Verification
	SEPS / EPS II	Accountant I	ADAS I	ADA III	
A. Education Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS	10	5	5	5	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
B. Training 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	10	10	5	5	Certificate/s of Training
C. Experience Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS	10	15	20	20	Certificate of Employment, Contract of Service, or duly signed Service Record
D. Performance 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	20	20	20	10	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.

<p>E. Outstanding Accomplishments <i>Acquired after the last promotion</i></p>	<p>10</p>	<p>10</p>	<p>10</p>	<p>5</p>	<p>Awards and Recognition:</p> <p>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</p> <p>a. Academic or inter-school award; or</p> <p>b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or</p> <p>c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award.</p> <p>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and</p> <p>b. Certificate of Recognition/Merit</p> <p>Research and Innovation:</p> <p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by</p>
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					<p>authorized body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <ol style="list-style-type: none"> Issuance of Memorandum showing the membership in NTWG or Committee Certificate of Participation or Attendance; and Output/Adoption by the organization/ DepEd <p>Resource Speakership/ Learning Facilitation</p> <ol style="list-style-type: none"> Issuance/Memorandum/Invitation/Training Matrix; Certificate of Recognition/merit/Comme ndation/Appreciation; and Slide deck/s used and/or Session guide/s <p>NEAP Accredited Learning Facilitator</p> <ol style="list-style-type: none"> Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office
<p>F. Application of Education <i>Acquired after the last promotion</i></p>	10	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>

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<p>G. Application of Learning & Development <i>Acquired after the last promotion</i></p>	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	55	HRMPSB Ratings
TOTAL	100	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.