



Republic of the Philippines
Department of Education
CARAGA REGION



April 4, 2023

REGIONAL MEMORANDUM
No. 0249, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
RO AND SDO DIVISION CHIEFS
ALL PERSONNEL AND STAFF
This Region

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS
IN THE REGIONAL OFFICE

1. This Office announces the acceptance of application for the following vacant positions with their corresponding minimum qualifications:

Position Title	SG	Level	Educational Qualification	Training	Experience	Eligibility
(1) NUTRITIONIST-DIETICIAN II	15	1	Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080
(1) PLANNING OFFICER III	18	1	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
(1) STATISTICIAN I	11	1	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility
(1) ADMINISTRATIVE OFFICER II (HRMO I)	11	1	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility
(1) ADMINISTRATIVE OFFICER I (Supply Officer I)	10	1	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility
(1) ADMINISTRATIVE ASSISTANT I (Secretary I)	7	1	Completion of two years in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.dened.gov.ph/>



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(2) ADMINISTRATIVE AIDE VI (Clerk III)	6	1	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility
(1) ADMINISTRATIVE AIDE IV (Clerk II)	4	1	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility
(1) ADMINISTRATIVE AIDE III (Clerk I)	3	1	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility

2. Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter addressed to **MA. GEMMA MERCADO LEDESMA**, Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City or caraga.personnel@deped.gov.ph not later than **April 24, 2023**.

1. Duly accomplished Personal Data Sheet with Work Experience Sheet, if applicable (CS Form 2012 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of valid and updated PRC License/ID, if applicable;
3. Photocopy of Certificate of Eligibility/Rating, if applicable;
4. Photocopy of Transcript of Records, with CAV / Scholastic/Academic Record;
5. Service Record / Certificate of Employment (if employed);
6. Photocopy of Certificates of Trainings Attended, if applicable;
7. 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;
7. Photocopy of Certificates of Recognition, Commendation, if any
8. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted and Data Privacy Consent Form, notarized by authorized official.

3. Application submitted beyond the deadline and/or with incomplete documents will not be entertained. Likewise, no additional documents shall be accepted after the set deadline.

4. The proposed timeline for the selection process is indicated below, subject to change without prior notice. Applicants will be advised through a text message on how the conduct of the examination and interview will be undertaken.

Activities	Venue	Schedule
Filing of application with complete documents	Records/Receiving Unit	April 4-24, 2023
Pre-evaluation of the applicant's qualifications viz-a-viz Qualification Standards	HRMO	April 25-27, 2023



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Submission of Initial Evaluation Results to the HRMPSB for deliberation	ARD'S Office	April 28, 2023
Examination, Interview and Evaluation of documents	RNEAP/ Online Modality	May 1-5, 2023
HRMPSB Final Deliberation and preparation of Comparative Assessment Results (CAR)	ARD'S Office	May 8, 2023
Submission to the Office of the RD	RD's Office	May 9, 2023
Posting of Results	RO Bulletin/ Online Modality	May 10, 2023
Conduct of Background Investigation, if necessary and as requested by the RD	Online Modality	May 11-12, 2023

5. DepEd Caraga strictly adheres to its equal employment opportunity policy and encourage qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiations, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

6. Immediate and wide dissemination of the contents of this memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: CSC Publication of Vacant Positions
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

RECRUITMENT

SELECTION

PER/srp
04/04/2023



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