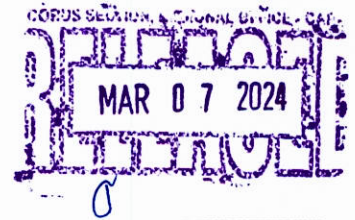




Republic of the Philippines
Department of Education
 CARAGA REGION



March 7, 2024

REGIONAL MEMORANDUM
 No. 0215, s. 2024

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. In adherence to the principle of merit and fitness and to ensure that the Office hires and retains the right people for the right job at the right time and in compliance to DepEd Order No. 19, s. 2022, The Department of Education Merit Selection Plan, this Office announces the acceptance of application for the following vacant positions with their corresponding minimum qualifications:

Position Title	S G	Le vel	Educational Qualification	Training	Experience	Eligibilit y
(1) CHIEF EDUCATION SUPERVISOR FIELD TECHNICAL ASSISTANCE DIVISION (FTAD)	2 4	2	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	RA 1080/ PBET/ LET Second Level Eligibility
Preferred Qualifications :			Master's Degree in education or other relevant master's degree	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience in RO/SDO/Schools re: SBM and other DepEd related programs and projects	RA 1080 (Teacher)
Competencies/Skills :			Core Behavioural Competencies: • Self-Management • Professionalism and Ethics • Result-Focus • Teamwork • Service Orientation • Innovation		Core Skills for Head of Office • Leading People • People Performance Management • People Development	
JOB SUMMARY: • 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.						



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (085) 225-1151
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2024-03-03754

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
* Technical Assistance	• To manage and implement technical assistance (TA) mechanism, processes, and systems of the Regional Field Technical Assistance Teams (RFTATs) and Division Field Technical Assistance Teams (DFTATs) for improved governance, operations, and curriculum management
* Knowledge Management	• To systematize relevant needs-based and strategic TA provision to ensure effective implementation of PPAs in the SDOs
* Office Administration and Performance Management	• To oversee activities related to managing organizational knowledge and setting document management standards in the Regional Office (QMS) • To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs

Position Title	S G	Le vel	Educational Qualification	Training	Experience	Eligibilit y
(1) EDUCATION PROGRAM SUPERVISOR CURRICULUM AND LEARNING MANAGEMENT DIVISION (CLMD)	2 2	2	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) / LET
Preferred Qualifications:			Master's Degree/PhD Major in Social Science/Social Studies/Araling Panlipunan/Histor y	training related to Social Studies/Socia l Science/ Araling Panlipunan/ History	experience related to related to Social Studies/Social Science/ Araling Panlipunan/ History	RA 1080 (Teacher) / LET
Competencies/Skills :			Core Behavioural Competencies: • Self-Management • Professionalism and Ethics • Result-Focus • Teamwork • Service Orientation • Innovation			
JOB SUMMARY: • 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; • To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance. • When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)						
KEY RESULT AREA/S * Management of Curriculum Implementation			DUTIES AND RESPONSIBILITIES • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop mechanisms, processes and tools for monitoring, curriculum implementation and articulation region wide to gauge adherence to standards while implementing innovations.			

* Curriculum Development, Enrichment, and Localization	• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division. • Develop processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
* Learning Delivery	• Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.
* Learning Resource	• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum
* Learning Outcomes Assessment	• Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.
* Special Curricular Programs and Support Activities	• Draft policy recommendations related to improving learning outcome based on findings from studies and reports. • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
* Technical Assistance	• Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions • Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division.

2. To expedite the evaluation and selection process, interested and qualified applicants are advised to attach the following documents in **GREEN FOLDER with PROPER TABBING and LABELLING** for each specific criterion of which the document/certification is intended for appreciation, in **HARD COPY** not later than **March 20, 2024** :

1. Checklist of Requirements with Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted and Data Privacy Consent Form, notarized by authorized official (**see attached prescribed template**).
2. Letter of Intent/ Application Letter addressed to **MARIA INES C. ASUNCION**, Director III, OIC-Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City
3. 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
4. Photocopy of valid and updated PRC License/ID, if applicable;
5. Photocopy of Certificate of Eligibility/Rating, if applicable;
6. Photocopy of Transcript of Records, **with CAV**;
7. Service Record / Certificate of Employment, if employed;
8. 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;
9. Photocopy of Certificates of Trainings Attended, if applicable;



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10. Photocopy of Certificates of Recognition, Commendation, and other MOVs (please see DepEd Order No.7, s. 2023 for the documents needed to support the criteria on **Outstanding Accomplishments, Application of Education and Application of Learning and Development**, if any.
 11. Executive Summary in case an applicant has a pending administrative, civil or criminal case.
3. The recruitment, selection and evaluation of document will be based on the provisions of **DepEd Order No.7, s. 2023, Guidelines on Recruitment, Selection and Appointment in the Department of Education**. Applicants are encouraged to review the specific documentary requirements and mode of verifications (MOVs) per criteria as provided in the said department order.
 4. Application submitted beyond the deadline and/or with incomplete documents will not be entertained. Applicants are advised to include all possible documents in their application folders since the committee will no longer accept additional documents beyond the deadline. Applicants shall submit one (1) set of application folder per position applied.
 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.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO T. ESCOBARTE, JR., CESO IV
Director III
Assistant Regional Director

Encls.: CSC Publication of Vacant Positions
Checklist of Requirements with Omnibus Sworn Statement Template
Reference: DepEd Order No. 19, s. 2022
DepEd Order No.7, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

RECRUITMENT

SELECTION

PER/srp
03/06/2024



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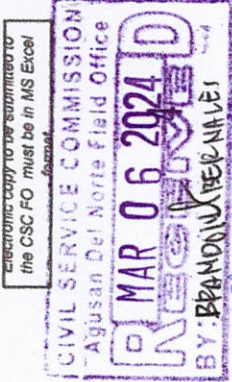


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Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

SHERYL R. PUYO
HRMO

Date: 03/06/2024

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	CHIEF EDUCATION SUPERVISOR	OSEC-DECSB-CES-1020012-2014	24	90078	Masters Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	PBET/RA 1080 (Teacher)/Second Level Eligibility	DepEd Caraga Regional Office
2	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-1020036-2010	22	71511	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) / LET	DepEd Caraga Regional Office

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 March 20, 2024.

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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; certificates of trainings, recognition, commendations, (if any) and
4. Photocopy of Transcript of Records with CAV.

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

MARIA INES C. ASUNCION
Director III, OIC-Regional Director
J. Rosales Ave., Butuan City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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.