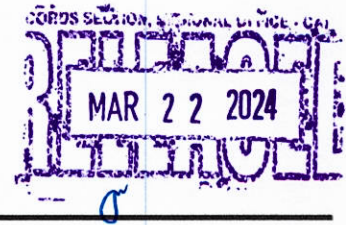




Republic of the Philippines  
Department of Education  
CARAGA REGION



March 20, 2024

REGIONAL MEMORANDUM  
No. 0268, 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 THE VACANT CHIEF EDUCATION  
SUPERVISOR 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                                                                                                                                                                                                                                                                                                            | SG | Level | Educational Qualification                                                                                                                                                                                                          | Training                                                                 | Experience                                                                                                                                                           | Eligibility                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>(1) CHIEF EDUCATION SUPERVISOR</b><br><br>Quality Assurance Division (QAD)                                                                                                                                                                                                                                             | 24 | 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 |
| <b>Preferred Qualifications :</b>                                                                                                                                                                                                                                                                                         |    |       | 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: Monitoring and Evaluation, Quality Assurance                                                      | RA 1080 (Teacher)                           |
| <b>Competencies/Skills :</b>                                                                                                                                                                                                                                                                                              |    |       | Core Behavioural Competencies: <ul style="list-style-type: none"><li>• Self-Management</li><li>• Professionalism and Ethics</li><li>• Result-Focus</li><li>• Teamwork</li><li>• Service Orientation</li><li>• Innovation</li></ul> |                                                                          | Core Skills for Head of Office <ul style="list-style-type: none"><li>• Leading People</li><li>• People Performance Management</li><li>• People Development</li></ul> |                                             |
| <b>JOB SUMMARY:</b> <ul style="list-style-type: none"><li>• To monitor and evaluate the performance of RO units and SDOs on the compliance to statutory and regulatory policy standards and requirements for the continuous improvement of organizational performance and delivery of basic education services.</li></ul> |    |       |                                                                                                                                                                                                                                    |                                                                          |                                                                                                                                                                      |                                             |



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/>



2024-03-04791

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 1 of 3 |

| KEY RESULT AREA/S                                  | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Quality Assurance                                | <ul style="list-style-type: none"> <li>● To institutionalize regional M&amp;E Frameworks which are responsive to changes in policies, systems, and processes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| * Assessment, Monitoring and Evaluation            | <ul style="list-style-type: none"> <li>● To establish that quality management systems and processes are observed/adhered in the delivery of quality basic education services</li> <li>● To implement quarterly/ midterm review on the performance of RO/SDO for policy actions, track the progress of PPAs, and plan adjustments</li> <li>● To support RO units and SDOs in understanding their situational analysis and craft adjustment plans as results of the quarterly/ midterm reviews</li> <li>● To monitor the effectiveness of conducted Learning and development activities</li> <li>● To ensure the proper implementation of initiatives and innovations (PPAs) for continuous improvement and sustainability</li> </ul> |
| * Regulatory and Developmental Services to Schools | <ul style="list-style-type: none"> <li>● To validate private schools' compliance to requirements and standards of quality basic education</li> <li>● To issue special orders to private schools' graduates</li> <li>● To recommend the establishment, separation, recognition, closure, and accreditation of the public schools based on the assessment of their compliance to requirements and standards of quality basic education</li> <li>● To present to the regional management committee an annual report on the performance of private schools in the region in compliance with quality education standards to arrive at recommendations on further improving the quality of education in the region</li> </ul>             |
| * Office Administration and Performance Management | <ul style="list-style-type: none"> <li>● To establish and maintain systems and processes geared towards administrative effectiveness and efficiency</li> <li>● To promote a culture of excellence, innovation, and collaboration</li> <li>● To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs</li> </ul>                                                                                                                                                                                                                                                                                                                                    |

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 **April 5, 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](http://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;
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  
03/19/2024



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.deped.gov.ph/>



2024-03-04791

| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
|----------------|-------------|------|--------|
| Effectivity    | 02.01.23    | Page | 3 of 3 |

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

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:



Date: 3/20/2024

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.          | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                                                 |                                                                          |                                              | Competency<br>(if applicable)                     | Place of<br>Assignment       |
|-----|--------------------------------------------------------|-----------------------------|---------------------------------|-------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------|------------------------------|
|     |                                                        |                             |                                 |                   | Education                                                               | Training                                                                 | Experience                                   | Eligibility                                       |                              |
| 1   | CHIEF EDUCATION SUPERVISOR                             | OSEC-DECSB-CES-1020002-1999 | 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 |

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 April 5, 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](http://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 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.