



Republic of the Philippines
Department of Education
CARAGA REGION



May 31, 2023

REGIONAL MEMORANDUM

No. 0453, 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) CHIEF EDUCATION SUPERVISOR	24	2	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	RA 1080/PBET/LET Second Level Eligibility
(1) CHIEF EDUCATION SUPERVISOR	24	2	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	RA 1080/PBET/LET Second Level Eligibility
(1) EDUCATION PROGRAM SUPERVISOR	22	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
(1) EDUCATION PROGRAM SUPERVISOR	22	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



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/>



2023-05-07335

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2. Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter addressed to **MARIA INES C. ASUNCION**, Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City or caraga.personnel@deped.gov.ph not later than **June 13, 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	May 31-June 13, 2023
Pre-evaluation of the applicant's qualifications viz-a-viz Qualification Standards	HRMO	May 31-June 15, 2023
Submission of Initial Evaluation Results to the HRMPSB for deliberation	ARD'S Office	June 16, 2023
Examination, Interview and Evaluation of documents	RNEAP/ Online Modality	June 19-23, 2023
HRMPSB Final Deliberation and preparation of Comparative Assessment Results (CAR)	ARD'S Office	June 26-27, 2023
Submission to the Office of the RD	RD's Office	June 28, 2023
Posting of Results	RO Bulletin/ Online Modality	June 29, 2023
Conduct of Background Investigation, if necessary and as requested by the RD	Online Modality	June 20, 2023



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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
OIC-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
05/31/2023



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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.

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: 5/31/2023

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-1020003-1999	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	RA 1080/PBET/LET Second Level Eligibility		DepEd Caraga Regional Office
2	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	RA 1080/PBET/LET Second Level Eligibility		DepEd Caraga Regional Office
3	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-1020032-2014	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
4	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-1020043-2010	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 June 13, 2023.

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
caraga.personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.