



Republic of the Philippines
Department of Education
CARAGA REGION



May 21, 2020

REGIONAL MEMORANDUM

No. 217, s. 2020

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS
IN THE REGIONAL OFFICE

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Chiefs
All Personnel and Staff
This Region

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

Position Title	SG	Level	Educational Qualification	Experience	Training	Eligibility
(1) SENIOR EDUCATION PROGRAM SPECIALIST	19	2	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
<i>Preference: Certified Learning Facilitator, LET/PBET</i>						
(2) EDUCATION PROGRAM SPECIALIST II (1 - HRDD) (1 - NEAP)	16	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
<i>Preference: LET/PBET</i>						
(2) ADMINISTRATIVE ASSISTANT III (1 -Secretary II) (1-Senior Bookkeeper)	9	1	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
(1) ADMINISTRATIVE AIDE VI (Clerk III)	6	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 (Sub-Professional) First Level Eligibility



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2020-05-5262

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

2. Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter addressed to **FRANCIS CESAR B. BRINGAS, CESO V**, Officer-In- Charge, Office of the Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City or caraga.personnel@deped.gov.ph not later than **June 1, 2020**. The assessment process will start on **June 3, 2020**. Application submitted beyond the deadline and with incomplete documents will not be entertained.

1. Duly accomplished Personal Data Sheet with recent passport-sized picture (CS Form 2012 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Certificate of Eligibility/License/ID;
3. Photocopy of Transcript of Records, with CAV / Scholastic/Academic Record;
4. Service Record / Certificate of Employment (if employed);
5. Photocopy of Certificates of Trainings Attended, if applicable;
6. Photocopy of the Latest Performance Ratings in the last three (3) rating periods preceding this publication.
7. Photocopy of Certificates of Recognition, Commendation, if any
8. Omnibus Sworn Statement of Authenticity and Veracity of Documents

3. The timeline for the selection process is indicated below. 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 15 – June 1, 2020
Pre-evaluation of the applicant's qualifications viz-a-viz Qualification Standards	HRMO	May 15 – June 2, 2020 (or upon receipt of application)
Submission of QS Evaluation to the HRMPSB for deliberation	ARD'S Office	June 3, 2020
Examination, Interview and Evaluation of documents:	RNEAP/ Online Modality	June 8 - 11, 2020
HRMPSB Final Deliberation and preparation of Comparative Assessment Results (CAR)	ARD'S Office	June 15, 2020
Submission to the Office of the RD	RD's Office	June 16, 2020
Posting of Results	RO Bulletin/ Online Modality	June 17, 2020
Conduct of Background Investigation, if necessary and as requested by the RD		June 18-19, 2020

4. Previous applicants must submit a letter of intent signifying their interest to re-apply. Applicants without letters of intent will not be included in the selection process.

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.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC, Office of the Regional Director

Encls.: CSC Publication of Vacant Positions

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

RECRUITMENT

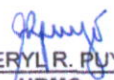
SELECTION

PER/srp
5/15/2020

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: 5/13/2020

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	SENIOR EDUCATION PROGRAM SPECIALIST	OSEC-DECSB-SREPS-1020001-2020	19	46791	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
2	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB-EPS2-1020002-2020	16	35106	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
3	ADMINISTRATIVE ASSISTANT III (Secretary II)	OSEC-DECSB-ADAS3-1020003-2020	9	18784	Completion of two studies years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First 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 June 1, 2020.

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; and
4. Photocopy of Transcript of Records.

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

FRANCIS CESAR B. BRINGAS, CESO V
Director III, OIC-Office of the Regional Director
J. Rosales Ave., Butuan City
caraga_personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posted at CSC Job Portal
13 MAY 2020

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

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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: 3/5/2020

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	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-1020010-2004	6	15524	Completion of two studies years in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility		DepEd Caraga Regional Office
2	ADMINISTRATIVE AIDE III (Clerk I)	OSEC-DECSB-ADA3-1020008-2004	3	13019	Completion of two studies years in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility		DepEd Caraga Regional Office
3	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020004-2004	9	18784	Completion of two studies years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DepEd Caraga Regional Office
4	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB-EPS2-1020028-2014	16	35106	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 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 March 23, 2020.

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; and
4. Photocopy of Transcript of Records.

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

FRANCIS CESAR B. BRINGAS, CESO V
Director III, OIC-Office of the Regional Director
J. Rosales Ave., Butuan City
caraga.personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posted at CSC Job Portal:
06 MARCH 2020