



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
City of Tagbilaran



August 3, 2018

DIVISION MEMORANDUM
NO. 440, s. 2018

URGENT ADVISORY
RE: SCHEDULE OF VALIDATION AND INTERVIEW OF APPLICANTS FOR VACANT
POSITIONS IN THE REGIONAL OFFICE

To: ALL CONCERNED APPLICANTS

1. Attached is a copy of the ADVISORY and the HRMPSB Resolution No. 2018-01 relative to the conduct of validation of documents and schedule of interview of applicants for the vacant positions in the DepEd Regional Office.
2. Immediate and wide dissemination of this Memorandum is desired.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
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KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



August 3, 2018

REGIONAL MEMORANDUM
NO. 0568 s. 2018

URGENT ADVISORY
RE : SCHEDULE OF VALIDATION AND INTERVIEW OF
APPLICANTS FOR VACANT POSITIONS IN THE REGIONAL OFFICE

TO : ALL CONCERNED APPLICANTS

1. Attached is a copy of the ADVISORY relative to the conduct of the validation of documents and schedule of interview of applicants for the vacant positions in the DepEd Regional Office.
2. Immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph.D., CESO IV
Director III
OIC-Regional Director

Dir/JAjeruta/ARDSTJimenez/ms.ida
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RPMS RTOT
5/15/2018

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433, 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
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“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”



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ADVISORY :

TO : **APPLICANTS FOR :**

- Education Program Supervisor (CLMD)
- Education Program Supervisor (HRDD)
- Education Program Specialist II (HRDD)
- Computer Maintenance Technologist I
- Administrative Assistant I

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In view of the numerous applications for the vacant positions in the Regional Office, applicants are hereby informed of the following schedule of validation and interview :

POSITION	DATE AND TIME	VENUE	REMINDERS
Education Program Supervisor (CLMD)	August 7, 2018		To bring the required documents for validation On August 7, 2018
	Orientation : 8:00 a.m. – 9:00 a.m.	3 RD Floor Conference, DepED RO VII	
	Validation of Documents : 9:00 a.m. – 10:00 a.m.	Legal Unit Office, 3 rd Floor, DepED RO VII	
	Interview : 10:00 a.m. – 12:00 nn 1:00 p.m. – 5:00 p.m. Final Rating : 5:00 p.m. onwards	3 RD Floor Conference, DepED RO VII	
Education Program Supervisor (HRDD)	August 8, 2018		To bring the required documents for validation On August 7, 2018
	Orientation : 8:00 a.m. – 9:00 a.m.	3 RD Floor Conference, DepED RO VII	
	Validation of Documents : 9:00 a.m. – 10:00 a.m.	Legal Unit Office, 3 rd Floor, DepED RO VII	
	Interview : 10:00 a.m. – 12:00 nn 1:00 p.m. – 5:00 p.m. Final Rating : 5:00 p.m. onwards	3 RD Floor Conference, DepED RO VII	
Computer Maintenance Technologist I	August 17, 2018		To bring the required documents for validation on or before August 8, 2018. Documents submitted after the deadline will no longer be accepted.
	Orientation : 8:00 a.m. – 9:00 a.m.	3 RD Floor Conference, DepED RO VII	
	Validation of Documents : 9:00 a.m. – 10:00 a.m.	Legal Unit Office, 3 rd Floor, DepED RO VII	
	Interview : 10:00 a.m. – 12:00 nn 1:00 p.m. – 5:00 p.m. Final Rating : 5:00 p.m. onwards	3 RD Floor Conference, DepED RO VII	
Education Program Specialist II (HRDD)	August 28, 2018		To bring the required documents for validation on or before August 8, 2018. Documents submitted after the deadline will no longer be accepted.
	Orientation : 1:00 p.m. – 2:00 p.m.	3 RD Floor Conference, DepED RO VII	
	Validation of Documents : 2:00 p.m. – 3:00 p.m.	Legal Unit Office, 3 rd Floor, DepED RO VII	
	Interview : 3:00 p.m. – 5:00 p.m. Final Rating : 5:00 p.m. onwards	3 RD Floor Conference, DepED RO VII	

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POSITION	DATE AND TIME	VENUE	REMINDERS
Administrative Assistant I	September 3 and 4, 2018		
	Orientation : 8:00 a.m. – 9:00 a.m.	3 RD Floor Conference, DepED RO VII	To bring the required documents for validation
	Validation of Documents : 9:00 a.m. – 10:00 a.m.	Legal Unit Office, 3 rd Floor, DepED RO VII	on or before August 8, 2018. Documents submitted after
	Interview : 10:00 a.m. – 12:00 nn 1:00 p.m. – 5:00 p.m. Final Rating : 5:00 p.m. onwards	3 RD Floor Conference, DepED RO VII	the deadline will no longer be accepted.

Applicants are required to attend the orientation prior to the conduct of the validation and interview for proper understanding of the system of recruitment, selection and hiring of employees in DepEd.

Enclosed is a list of applicants per position, for reference and guidance.

For applicants for the position of Education Supervisor in CLMD and HRDD, please refer to the attached Resolution No. 2018-01 of the HRMPSB relative to the experience requirement of the position.

For inquiries, you may call the Secretariat of the Human Resource Merit Promotion and Selection Board (HRMPSB) telephone (032) 2311-309, (032) 414-7399 and (032) 414-7366.

SALUSTIANO T. JIMENEZ, LLB., CESO VI
OIC-Assistant Regional Director
Chairman, HRMPSB

ARDSTJimenez/ms.ida
Page2-HRMPSB Schedule

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HRMPSB RESOLUTION NO. 2018-01

CLARIFICATION ON THE “EQUIVALENT TRAINING” IN LIEU OF THE SPECIFIED POSITIONS TO QUALIFY FOR EDUCATION PROGRAM SUPERVISOR

WHEREAS, it is the policy of the Human Resource Merit Promotion and Selection Board (HRMPSB) of DepEd Region VII to strictly adhere to the principles of merit, competence, fitness and equality in promoting employees on the basis of their relative qualification and competence to perform the duties of a vacant position;

WHEREAS, the DepED Regional Office announces the vacant positions of the DepED REGIONAL OFFICE, through Civil Service Commission, Cebu North Field Office on June 14, 2018, copy attached *marked as Annex “A”* and uploaded through the website of the DepEd Regional Office VII by way of a Regional Memorandum No, 0530, 2018 dated July 19, 2018, copy attached *marked as Annex “B”*;

WHEREAS, the publication of the vacant positions is in accordance with the provisions of R.A. 7041 and its implementing guidelines;

WHEREAS, the Human Resource Merit Promotion and Selection Board (HRMPSB) convened on July 20, 2018 for the purpose of setting the procedure and manner of evaluating, deliberating and assessing the applicants for the vacant positions;

WHEREAS, the HRMPSB emphasized that the qualifications for the vacant positions shall be established based on the duties and responsibilities indicated in the Position Description Form (PDF);

WHEREAS, HRMPSB has made a clarification on the experience requirement for the position of Education Program Supervisor for HRDD and CLMD :

Position	EXPERIENCE REQUIREMENT As published in the CSC Bulletin	CLARIFICATION “or its Equivalent Training”
Education Program Supervisor (HRDD)	<i>2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher or its equivalent training</i>	At least two (2) years training and have experience in any or all of the following areas : HR Strategic Plans and Policies, Search, Recruitment, Selection and Placement, Professional and Career Development, Succession, Performance Management, Employees Welfare and Technical Assistance
Education Program Supervisor (CLMD)	<i>2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher or its equivalent training</i>	At least two (2) years training and have experience in any or all of the following areas : Management of Curriculum Implementation, Curriculum Development Enrichment, and Localization, Learning Delivery, Learning Resources, Learning Outcomes Assessment, Special Curricular Programs and Support Services and Technical Assistance

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WHEREAS, the qualification standards prescribed for the position of Education Program Supervisor is pursuant to DepEd Order No. 117, s. 2010 dated December 13, 2010 are the minimum and basic requirements of the position, copy attached *marked as Annex "C"*;

WHEREAS, DepED is not precluded from establishing higher standards for the positions needed to be filled;

WHEREAS, the experience requirement for Education Program Supervisor in CLMD and HRDD should be relevant to the function, roles and responsibilities of the position;

WHEREAS, HRMPSB considered that in determining the equivalent training relevant experience and training, reference shall be made to the duties and responsibilities attached to the positions and the occupational groupings where they belong;

WHEREAS, HRMPSB hereby resolved the following :

- 1) *Experience as two (2) years as Principal or 2 years as Head Teacher or 2 years as Master Teacher is the experience requirement to qualify for the position of Education Program Supervisor pursuant to DepED Order No. 117, s. 2010 dated December 13, 2010;*
- 2) *In lieu for the specified positions as experience requirement is the "equivalent training" which is at least two (2) years relevant training and experience for the functions, roles and responsibilities of the position applied (EPS HRDD and EPS CLMD);*

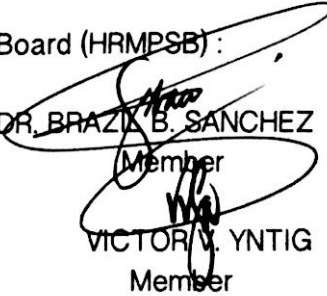
NOW, THEREFORE, premises considered, the Members of the Human Resource Merit Promotion and Selection Board (HRMPSB) hereby RESOLVES as it is RESOLVED, to recommend to Dir. Juliet A. Jeruta, Director III, OIC-Regional Director the herein resolution with clarification on the *"equivalent training"* as experience requirement in lieu of the positions specified to qualify for Education Program Supervisor for HRDD and CLMD.

This Resolution is signed by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) on July 31, 2018 at DepEd Region VII, Sudlon, Lahug, Cebu City.

Human Resource Merit Promotion and Selection Board (HRMPSB) :


ANIANO T. BAUTISTA, JR.
Member


ATTY. LESLIE JOIE BABATUAN
Member


DR. BRAZIL B. SANCHEZ
Member



TOMAS T. PASTOR
Member


DR. BENJAMIN TIONGZON
Member


VICTOR V. YNTIG
Member


SALUSTIANO T. JIMENEZ, LL.B., CESO VI
Chairman

APPROVED :


JULIET A. JERUTA, Ph.D., CESO IV
Director III
OIC-Regional Director

LIST OF APPLICANTS

POSITION	NAMES	DATE OF SUBMISSION OF APPLICATION	SCHEDULE OF INTERVIEW
Education Program Supervisor (CLMD)	1 SEMBLANTE, LUIGIE	06/28/2018	August 7, 2018 10:00 AM - 12:00 PM
	2 REMEDIO, ZENAIDA A.	06/29/2018	
	3 SANCHEZ, SALOME T	07/04/2018	
	4 SANCHEZ, JIMMY B.	07/04/2018	
	5 TEO, HELEN L.	07/04/2018	
	6 ILLAGA, LYRA	07/15/2018	
	7 ABELLANEDA, JUDITH B.	07/05/2018	August 7, 2018 1:00 PM Onwards
	8 ANDRIN, GLENN R.	07/02/2018	
	9 ARTIAGA, JENNIFER O.	07/27/2018	
	10 LUPO, ARNOLD G.	07/26/2018	
	11 MELGO, JONE RAY F.	07/25/2018	
	12 NARBOADA, ELEANOR P.	07/26/2018	
	13 PEPITO, GRACE	07/27/2018	
	14 VISAYA, RANULFO L.	07/27/2018	
Education Program Supervisor (HRDD)	1 ACIBAR, LEO B.		August 8, 2018 10:00 AM - 12:00 PM
	2 CABALLERO, ARLENE A.	07/26/2018	
	3 DE GUZMAN, LIEZL C.	07/10/2018	
	4 ELIVERA, JOHN JOSEPH S.	07/27/2018	
	5 MARZADO, KENN NORWAY B	06/28/2018	
	6 MICABANI, MITCHELIN L.	07/23/2018	
	7 NARBOADA, ELEANOR P.	07/26/2018	
	8 PERALES, DESIREE Y.	07/10/2018	
	9 SARZA, SERGIO M.	06/29/2018	
	10 SONSONA, RELINA S.	07/27/2018	
	11 TITO, GILBERT T.	07/06/2018	
	12 TRINIDAD, JOHN JENNIS M.	07/26/2018	
	13 TUBIGON, ALAN	07/27/2018	
	14 SABINO, HELEN D.	07/05/2018	August 8, 2018 1:00 PM Onwards
	15 ABELLANEDA, JUDITH B.	07/05/2018	
	16 ANDRIN, GLENN R.	07/02/2018	
	17 ARTIAGA, JENNIFER O.	07/27/2018	
	18 ILLAGA, LYRA	07/15/2018	
	19 LUPO, ARNOLD G.	07/26/2018	
	20 MELGO, JONE RAY F.	07/25/2018	
	21 PEPITO, GRACE	07/27/2018	
	22 REMEDIO, ZENAIDA A.	06/29/2018	
	23 SANCHEZ, JIMMY B.	07/04/2018	
	24 SANCHEZ, SALOME T	07/04/2018	
	25 TEO, HELEN L.	07/04/2018	
	26 VISAYA, RANULFO L.	07/27/2018	

For applicants for the following positions, final list will be issued at a later date:

1. Education Program Specialist II
2. Computer Maintenance Technologist I
3. Administrative Assistant I

Please keep posted at www.depedro7gov.ph.