



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

March 22, 2024

DIVISION MEMORANDUM
No. 208 , s. 2024

**ANNOUNCING THE HIRING OF REGIONAL LEARNER RIGHTS AND PROTECTION
FOCAL PERSON AND TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE**

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

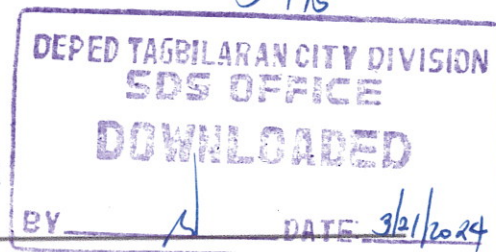
1. This Office hereby disseminates the hiring of Regional Learner Rights and Protection Focal Person (LRPO) and Technical Assistant I under Contract of Service to augment the staffing complement of the Education Support Services Division (ESSD).
2. For interested applicants, please see attached Regional Memorandum No. 0245, s. 2024 for your reference.
3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



OFFICE MEMORANDUM

ORD-2024- 245

20 MAR 2024

To: ALL FUNCTIONAL DIVISION CHIEFS
All DepEd Region VII Personnel

**ANNOUNCING THE HIRING OF REGIONAL LEARNER RIGHTS AND PROTECTION
FOCAL PERSON AND TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE**

1. This Office is hereby disseminating the hiring of **Regional Learner Rights and Protection Focal Person (LRPO) and Technical Assistant I** under Contract of Service to augment the staffing complement of the Education Support Services Division (ESSD) with the following qualifications:

Position Title	No. of Vacant Position	Education	Training	Experience	Place of Assignment
Learner Rights and Protection Focal Person (LRPO) Contract of Service Base Salary: P 35,000.00 Premium: P 3,500.00	1	Bachelor's degree related to child protection, such as Psychology, Legal Management, Guidance Counselling, Education, allied health courses or its equivalent; Preferably with the following qualifications: 1. Experience in child rights, particularly child protection is a plus; 2. Excellent written and oral communication skills; 3. Demonstrated success in planning, organizing, implementing, monitoring and evaluation systems, programs, projects, and activities;	eight (8) hours of relevant training	At least one (1) year of relevant experience	DepEd Regional Office VII

		<p>4. Works efficiently and requires minimal supervision;</p> <p>5. Familiar with various office software like Google Docs, Sheets, and Forms; and</p> <p>Working knowledge on various web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.</p>			
<p>Technical Assistant I for School-based Feeding Program</p> <p>Base Salary: P 25,000.00</p> <p>Premium: P 2,500.00</p>	1	<p>Bachelor's degree relevant to the job (e.g. Nutritionist-Dietitian, allied health)</p> <p>***Graduate of Nutrition and Dietetics is an advantage</p>	None required	None required	DepEd Regional Office VII

2. Below are the terms of reference for the two positions:

The LRPO shall handle the following tasks and responsibilities:

1. Provision of technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships;
2. Facilitate the implementation of LRP Programs with the Schools Division Offices under the jurisdiction of his/her Regional Office;
3. Facilitate the collection and consolidation of LRP reports/data form the Schools Division Offices;
4. Draft memoranda, indorsements, and other similar communications related to LRP;
5. Coordinate with, and gather information from, the Schools Division Offices relative to the LRP reports/ concerns;
6. Assist the Regional Focal Person for the close monitoring of LRP activities and concerns in the Schools Division level;
7. Assist the LRPO in the dissemination of announcements and other relevant information to the Schools Division Offices; and

8. Perform functions related to LRP only, as may be directed by the immediate Supervisor, the Regional Director, the Director of the LRPO and the Undersecretary for Operations.

Tasks and responsibilities of the Technical Assistant I

1. Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation and Hygiene in Schools).
 2. Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the region;
 3. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
 4. Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishment reports and presentations among others regarding and related programs and activities in the region;
 5. Assists in drafting letters, memoranda, and other types of communications;
 6. Assists in the conduct of meetings, seminars, workshops and trainings of SBFP and related programs and activities;
 7. Assists in the coordination with different offices in the Department, other concerned government agencies, partners, and nutrition experts in the implementation of SBFP and related programs and activities as well as delivery of nutrition services and interventions;
 8. Maintains database of SBFP and related programs and activities;
 9. Attends meetings as assigned; and
 10. Performs other functions as may be deemed necessary.
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3. All interested qualified applicants are required to submit one copy of the following through the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City on or before 5:00 PM of March 25, 2024:
 - a. Letter of intent addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017);
 - c. 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;
 - d. Photocopy of Certificate/s of Training, if applicable;
 - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 4. The Education Support Services Division (ESSD) in coordination with the Personnel Section will conduct a behavioral event interview with the shortlisted

applicants for LRPO on **March 26, 2024 at 9:00 AM** at the ESSD Office, DepEd Region VII, Sudlon, Lahug, Cebu City. The Human Resource Management Officer will communicate via email to shortlisted applicants.

5. For the information and guidance of all concerned.



SALUSTIANO T. JIMENEZ JD, EDD, CESO V
Director IV
Regional Director

STJ/FYA/ASD/IFC/arc