



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

**Office of the Schools Division
Superintendent**

February 10, 2025

DIVISION MEMORANDUM
No. 091 , s. 2025

**ANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR THE
VACANT POSITIONS IN DEPED REGION VII**

To: Assistant Schools Division Superintendent
Chiefs of Divisions & Heads of Sections/Units
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the Regional Memorandum No. 0121, s. 2025, announcing the acceptance of application documents for the vacant positions in the Department of Education, Region VII and invites all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious affiliation to apply and take note of the given qualification standards.
2. For more information and other concerns, you may contact the Office at 0945 762 3193/319 1873 local 700 or email at hmrpsb.ro7@deped.gov.ph.
3. Immediate and wide dissemination of this Memorandum is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

Janet T. Butalid
JANET T. BUTALID JD, PhD
OIC Chief, Curriculum and Implementation Division

WDB/JAAL/ADMIN/atm



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

2-80
 DEPED TAGBILARAN CITY DIVISION
 SDS OFFICE

DOWNLOADED

DATE: 2/7/25

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0121 s. 2025

02 FEB 2025

**ANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR THE
 VACANT POSITIONS IN DEPED REGION VII**

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. This Office hereby announces the acceptance of application documents for the vacant positions in the Department of Education Region VII and invites all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious affiliation to apply and take note of the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Chief Education Supervisor SG 24 P 98,185.00	1	Master's Degree OR Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant experience involving management and supervision	RA 1080 (Teacher)	DepEd Region VII-Policy Planning and Research Division
Administrative Assistant I SG 7 P 20,110.00	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Administrative Division
Administrative Aide VI (CLERK III) SG 6 P 18,957.00	2	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII-Administrative Division
Accountant I SG 12 P 32,245.00	2	Bachelor's Degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	DepEd Region VII-Finance Division
Education Program Specialist II SG 16 P 43,560.00	1	Bachelor's Degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education research, development, implementation	PBET:Teacher Career Service (Professional) Appropriate Eligibility for	DepEd Region VII Human Resource Development Division



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639773295904 local 700

DepEd Tayo Region VII

region7.deped.gov.ph



Certificate No. 24F005
 24 FEB 2025

				on or other relevant experience	Second Level Position	
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The job descriptions of the abovementioned positions are attached as **Enclosure 1**.

2. All interested applicants whether internal or external to DepEd shall submit **two (2) copies** of their application documents to the **Records Section** of the DepEd Region VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of February 17, 2025**. The following are the documentary requirements, to wit:

- 2.1 Letter of intent addressed to the Regional Director;
- 2.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience;
- 2.3 Photocopy of valid and updated PRC License/ID, if applicable
- 2.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 2.5 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
- 2.6 Photocopy of Certificate/s of Training, if applicable
- 2.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 2.8 Photocopy of latest appointment, if applicable
- 2.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- 2.10 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 attached as **Enclosure 2**;
- 2.11 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;
- 2.12 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.

For positions with experience requirement, items 2.1-2.9 enumerated above are mandatory requirements while Items 2.1-2.5 are mandatory requirements for positions with no experience requirement. Applications with **incomplete documents** shall **not be processed**.

3. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. **Any false and fraudulent document submitted shall be grounds for disqualification.** No additional documents will be accepted beyond the deadline.

4. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 7, s. 2023, titled "Guidelines on Recruitment, Selection and Appointment in the Department of Education", to wit:

Point System for Evaluative Assessment: Related-Teaching Position

CRITERIA	Breakdown of Points		
	SG 11-15	SG 16-23 and SG 27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L & D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	Total	100

Point System for Evaluative Assessment: Non-Teaching Position

CRITERIA	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	5
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L & D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

Interested applicants may refer to Enclosure No. 5 of DepEd Order No. 007, s. 2023 titled "Criteria and Point System for Hiring and Promotion to Non-Teaching Positions" for the guidance and reference of all interested applicants.

5. The **DepEd Region VII Human Resource Merit Promotion and Selection Board** is composed of the following personnel:

Chairperson	Atty. Fiel Y. Almendra Director III/ Assistant Regional Director
Members	Ms. Ida F. Cabantan Chief Administrative Officer (ASD)


	Mr. Misael G. Borgonia Chief Education Supervisor (HRDD)
	Ms. Ameelyn R. Coca Administrative Officer V (HRMO III)
	Chief of the Office where the vacancy exists
	NEU Representative
Secretariat	
Chairperson	Ms. Helen D. Sabino Education Program Supervisor (HRDD)
Members	Ms. Dimple F. Mancol Information Technology Officer I (ICTU)
	Ms. Riza B. Guangco Teacher Credentials Evaluator II (ASD)
	Mr. Oscar F. Clitar, Jr. Administrative Officer IV (Procurement Unit)
	Ms. Jhorina S. Biadnes Administrative Officer I (ASD)
	Mr. Nelson C. Altirado Administrative Assistant III (Finance)
	Ms. Ma. Cristina F. Payusan Administrative Aide VI (ASD)

6. A separate advisory will be issued for the schedule of activities relative to the recruitment and selection process.
7. For more information and other concerns, you may contact us at 0945 762 3193/319 1873 loc. 700 or email at hrmpsb.ro7@deped.gov.ph.
8. Expenses incurred by the HRMPSB relative to the conduct of the recruitment and selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director


STJ/FYA/ASD/IFC/arc

	JOB DESCRIPTION	Revision Code: _____
Department of Education	JD No. _____	
Position Title	Chief Education Program Supervisor	24
Parentetical Title	—	Regional Office
Bureau/Service/Division	—	Policy Planning and Research Division
Reports to	Regional Director	Effectivity Date
Positions Supervised	Education Program Supervisor Planning Officer III Education Program Specialist II Administrative Officer II Statistician I Administrative Assistant I	
JOB SUMMARY		
Facilitates the development of the regional education planning framework and systems that will guide strategic and operational plans, policies, standards and guidelines as well as providing the basic education information for making decisions towards increased access to and delivery of quality basic education. To lead and manage the work of the team that will operationalize and monitor the implementation of planning frame and systems in the region.		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Masters degree in Education or other relevant Masters degree	
Experience	4 years relevant experience in management and supervision	
Eligibility	RA 1080 (Teacher)	
Trainings	24 hours training in management and supervision	
B. Preferred Qualifications		


Education Experience	<i>at least 2 years experience as Education Program Supervisor in the region at least 2 years relevant experience in Planning, Policy or Research</i>
Eligibility Trainings	<i>Computer literate (word processing, spreadsheets, presentation software, internet use)</i>

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREA/S Planning Frame, Systems And Plans	<ul style="list-style-type: none"> Facilitate the development of a regional educational policy framework to reflect the needs and aspirations of the region. Review and develop policies and guidelines on the processes and mechanisms of the planning system to suit the local needs. Recommend issuance of Regional Policies on Education Planning Reports required by RO management and DepEd CO Provide technical support to the Regional Director in developing a regional basic education plan Ensure the capability of the region and school's divisions ability to implement the planning systems and develop strategic and operational plans. Ensure the availability of valid, reliable and accurate educational data and performance indicators to the region and schools divisions management and technical staff. Build the capability of RO educational technical staff to provide technical assistance to schools divisions in the preparation of their educational plans and assessing their adherence to standards.
Policies And Standards	<ul style="list-style-type: none"> Lead in organizing teams to review national policy issuances and develop localized implementation guides. Design and maintain the mechanism for regional policy formulation to guide the management and operation of regional office and schools divisions and the delivery of basic education service in the region. Recommend policy and education standards for the region-based EBELS and research findings to ensure that they are data-based Recommend regional policies to RD related to planning and research Provide oversight and support to ensure that the education data management system is able to deliver
Education Data	


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Management System	<p>the data and reports needed in the formulation of REDP and in the delivery of basic education services</p> <ul style="list-style-type: none"> • Recommend acquisition of planning related hardware and software for fast and accurate delivery of planning services
Research	<ul style="list-style-type: none"> • Lead in identifying research agenda and in providing oversight in the conduct of research activities • Lead in organizing the Research Teams to develop research plan and conduct research studies • Establish linkage with TEIs and NGOs towards the conduct of research studies. • Recommend and submits research studies findings for publication, dissemination and utilization to improve delivery of basic education
Technical Assistance	<ul style="list-style-type: none"> • Lead in organizing the Regional DEDP Review Team to facilitate the appraisal and approval of the DEDP • Ensure the provision of technical assistance to the schools division by leading a team that will take care of the needs a cluster of schools division responding to the identified needs of the all the schools divisions in relation to policy, planning, and research
Unit Performance	<ul style="list-style-type: none"> • Prepare and manage the budget for PPRD's resource requirements and submit this to be part of the Regional Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets. • Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action. • Submits M & E Report/ Results of PPRD Operations to inform management of progress. • Prepare and submit an Annual Procurement Plan of PPRD to schedule expense requirements. • Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance. • Prepare and implement a Professional Development Plan for PPRD personnel • Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. • Conducts regular PPRD Meetings for regular updates and work coordination. • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

 <p>Department of Education</p>	JOB DESCRIPTION		JD No. _____	Revision Code: 00
Position Title	Administrative Assistant I		Salary Grade	07
Parent/Office/Bureau/Service			Governance Level	Regional Office
Reports to	Chief Administrative Officer, Supervising Administrative Officer		Unit/Division	Administrative Division
Positions Supervised			Effectivity Date	
JOB SUMMARY				
To provide administrative support in the effective and efficient operation of the Administrative Services Division				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	At least Two year college level			
Experience	No required experience			
Eligibility	Career Service Professional (First Level Eligibility)			
Trainings	No required training			
B. Preferred Qualifications:				
Education				
Experience				
Eligibility				
Trainings	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Secretarial/ Frontline and Administrative Support</p>	<ol style="list-style-type: none"> 1. Schedules and keep track of Administrative Services meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time 2. Received/routed calls 3. Visitors responded to 4. Follow through on inquiries 5. Prepare or encode into electronic format word documents and other presentation materials 6. Provide assistance and administrative support to training and conferences as assigned. 7. Coordinate preparation of documents and supporting documents and forms needed in the operations of Administrative Services 8. Prepare requests for office equipment and office supplies for Administrative Services
<p>Records Management</p>	<ol style="list-style-type: none"> 1. Receive, record and route documents addressed to Administrative Services by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. 2. Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference

 <p>Department of Education</p>	<p style="text-align: center;">JOB DESCRIPTION</p> <p>Administrative Aide VI (Personnel)</p>	<p style="text-align: center;">JD No. _____</p>	<p style="text-align: center;">Revision Code: 00</p>
<p>Position Title</p> <p>Parent/Supervisor</p> <p>Reports to</p> <p>Positions Supervised</p>			
JOB SUMMARY			
<p>To provide administrative support in the effective and efficient operation of the Personnel Section</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	2 years relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			
KRA		DUTIES AND RESPONSIBILITIES	
<p>Scheduling of Administrative Division Activities</p>	<ul style="list-style-type: none"> Schedules/calendars Administrative Division activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. 		

KRA	DUTIES AND RESPONSIBILITIES
Record Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the Administrative Division by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference
Administrative Support	<ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of Administrative Division • Ensure security of office equipments and availability of office supplies
Secretariat/Frontline	<ul style="list-style-type: none"> • Travel bookings made • Appointment, venue, meals arranged • Received/routed calls • Visitors responded to • Follow through on inquiries

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education	Administrative Aide VI (Payroll Unit)	Salary Grade	6
Position Title		Governance Level	Regional Office
Parent/Office/Bureau/Service	Administrative Officer V (Personnel)	Unit/Division	Administrative Division
Reports to		Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	2 years relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			


DUTIES AND RESPONSIBILITIES	
KRA	
SALARY COMPUTATION	<ol style="list-style-type: none">1. Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating.2. Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments3. Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability.4. Prepare payroll remittance advice5. Prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution.6. Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.



JOB DESCRIPTION		Revision Code: _____
Department of Education		JD No. _____
Position Title	Accountant I (Payroll)	11
Parenthetical Title		Regional Office
Bureau/Service /Division	RO – Finance Division	Accounting Section
Reports to	Accountant III	
Positions Supervised		
JOB SUMMARY		
Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelor's degree in Commerce/Business Administration major in Accounting	
Experience	None required	
Eligibility	RA 1080 (CPA)	
Trainings	None required	
B. Preferred Qualifications/Recommended additional requirements		
Education		
Experience		
Eligibility		
Trainings		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Plots/Schedules Finance Division Activities	<ul style="list-style-type: none"> Schedules/calendars Finance Division/Accounting Section activities such as , meetings/appointments of the Chief with other offices and with staff, , visits to the schools

KEY RESULT AREAS/S	DUTIES AND RESPONSIBILITIES
	<p>division, etc, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</p>
Records Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the Finance Division/Accounting Section by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	<ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of Accounting Section
Secretariat/Frontline	<ul style="list-style-type: none"> • Prepares clearances and certifications upon request for the signature of proper authorities. • Coordinates travel bookings of staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned • Receives and routes incoming calls to or logs information and notifies the concerned party • Greets and entertains office visitors and responds to their needs • Logs concerns brought to the office and follow through on inquiries • Perform other functions that may be assigned by superiors.


 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title		Accountant I	Salary Grade
Parentetical Title		Governance Level	Regional Office
Bureau/Service /Division	RO – Finance Division	Unit/Division	Accounting Section
Reports to	Accountant III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Commerce/Business Administration major in Accounting		
Experience	None required		
Eligibility	RA 1080 (CPA)		
Trainings	None required		
B. Preferred Qualifications/Recommended additional requirements			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ul style="list-style-type: none"> Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.

KEY RESULT AREA/S

DUTIES AND RESPONSIBILITIES

- Checks the accuracy, validity and appropriateness of income and expenditure transactions.
- Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.
- Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.
- Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.
- Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
- Reviews the financial statements and related schedules.
 - ↳ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.
 - ↳ Checks the accuracy, validity and appropriateness of income and expenditure transactions.
 - ↳ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.
 - ↳ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.
 - ↳ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.
 - ↳ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.

 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: _____
Position Title	Education Program Specialist II		Salary Grade	16
Parentetical Title Bureau/Service/ Division			Governance Level Unit/Division	Regional Office Human Resource Development Division
Reports to	Chief Education Supervisor			
Positions Supervised				
JOB SUMMARY				
Assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelors degree in Education or its equivalent			
Experience	2 years experience in education, research, development, implementation or other relevant experience			
Eligibility	RA 1080			
Trainings	Career Service (Professional)			
B. Preferred Qualifications				
Education				
Experience	at least 1 year relevant experience in Training and Development and other related HR services. ICT literate: word, data processing, spreadsheet and presentation software, internet			
Eligibility				
Trainings				

DUTIES AND RESPONSIBILITIES	
KRA	
<p>HR Strategic Plans and Policies</p> <p>Search, Recruitment, Selection and Placement</p>	<ul style="list-style-type: none"> • Assists the Education Program Supervisors in preparing a research agenda, conducting researches, benchmark studies, and needs assessment by gathering secondary and primary data to inform HRD plans and policies and HRD systems adjustments • Support the Education Program Supervisors in monitoring the schools division in its implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job. • Gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job) • Research and provide inputs on processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits • Gather data and prepare reports on the conduct of orientation of new employees to provide inputs for improvement of orientation
<p>Professional and Career Development</p>	<ul style="list-style-type: none"> • Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and availment of its products and services. • Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRMD development plan and for designing interventions • Define and update Competency Models for the various job groups in the region to ensure relevant development tracks. • Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track. • Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies. • Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track. • Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services. • Coordinate and conduct, training programs according to its design and budget, and evaluate such programs periodically. • Continuously search for scholarship opportunities for personnel in the region.

DUTIES AND RESPONSIBILITIES	
KRA	<ul style="list-style-type: none"> • Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization. • Design professional and career development programs and prepare training packages that are needs-based, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools divisions human resource. • Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data. • Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions
Performance Management	<ul style="list-style-type: none"> • Gather data on the implementation of the Performance Management System and Guidelines and Rewards and Recognition Programs as inputs to monitoring report. • Support EPS in the Conduct of Performance Management System orientation and training of managers and staff to ensure proper implementation. • Prepare prototype information materials and assist in the conduct of orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals. • Gather data on the Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization
Employees Welfare	<ul style="list-style-type: none"> • Assist in the conduct of studies to identify the needs of employee groups according to life and career stage, gender, work conditions, health and safety requirements in the workplace, etc. • Provide data inputs towards enhancement of recognition and rewards programs to maintain applicability and relevance. • Keep updated on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations • Provide inputs towards the publication of relevant issuances and other documents on personnel management (Personnel handbook of information)
Technical Assistance	<ul style="list-style-type: none"> • Assist in the collection of data to identify TA needs according to the strategies of the TA teams • Assist in the identification of HRD interventions to respond to HRD needs of schools divisions

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