



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

**Office of the Schools Division  
Superintendent**

February 25, 2026

DIVISION MEMORANDUM  
No. 165 , s. 2026

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

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

1. This Office hereby disseminates the announcement on the acceptance of application documents for the vacant positions in the Department of Education, Region VII. All qualified individuals are encouraged to apply, regardless of age, sex, gender, ethnicity, religious affiliation, and civil status, provided they meet the set qualification standards.
2. For interested applicants, please see attached Regional Memorandum No. 0159, s. 2026 for your reference.
3. Immediate dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

WDB/JAAL/ADMIN/atm



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

10001962  
 19 FEB 2026

Office of the Regional Director

**REGIONAL MEMORANDUM**

19 FEB 2026

No. **0159** s. 2026

**Announcing the Acceptance of Application Documents for the Vacant Positions in the Department of Education 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. All qualified individuals are encouraged to apply, regardless of age, sex, gender, ethnicity, religious affiliation, and civil status, provided they meet the following qualification standards set for the position, to wit:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Chief Education Supervisor SG 24 ₱ 102,603.00	1	Master's Degree OR Certificate of Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	RA 1080 (Teacher)	DepEd Region VII- Curriculum and Learning Management Division
Education Program Supervisor SG 22 ₱ 81,796.00	1	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 yrs. as Principal or 2 yrs. as Head Teacher or 2 yrs. as Master Teacher	RA 1080 (Teacher)	DepEd Region VII-Human Resource Development Division
Planning Officer III SG 18 ₱ 53,818.00	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Policy Planning and Research Division
Education Program Specialist II SG 16 ₱ 45,694.00	1	Bachelor's Degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET: Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	DepEd Region VII-Human Resource Development Division
Dormitory Manager II SG 11	1	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	DepEd Region VII-Human Resource



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DepEd Tayo Region VII

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₱ 31,705.00						Development Division
Teaching-Aids Specialist SG 11 ₱ 31,705.00	1	Bachelor's Degree in Education or its Equivalent	None required	None required	PBET:Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	DepEd Region VII- Curriculum and Learning Management Division
Administrative Assistant I SG 7 ₱ 20,914.00	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII- Curriculum and Learning Management Division

The job descriptions of the abovementioned positions are attached as **Enclosure 1**.

2. All interested qualified applicants whether internal or external to DepEd shall submit **one (1) copy** of their application documents to the **Records Section** of the DepEd Region VII, Sudlon, Lahug, Cebu City and the soft copies of application documents through this email: [hrmps@deped.gov.ph](mailto:hrmps@deped.gov.ph) on or before **5:00 PM** of **March 6, 2026**. 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**.



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DepEd Tayo Region VII

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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: Teaching-Related 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:

<b>Chairperson</b>	Atty. Fiel Y. Almendra Director III/ Assistant Regional Director
<b>Members</b>	Ms. Ida F. Cabantan Chief Administrative Officer (ASD)/ NEU Representative
	Mr. Misael G. Borgonia Chief Education Supervisor (HRDD)
	Ms. Ameelyn R. Coca Supervising Administrative Officer/ Concurrent AO V (HRMO III)
	Chief of the Office where the vacancy exists
<b>Secretariat</b>	
Chairperson	Ms. Helen D. Sabino Chief Education Supervisor (PPRD)
Members	Ms. Dimple F. Mancol Information Technology Officer I (ICTU) or Alternate
	Mr. Wilfredo dela Cerna Computer Programmer II
	Ms. Riza B. Guangco Administrative Officer V (Supplier Officer III) (ASD)
	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 Virtual Orientation on the DepEd Order No. 7, s. 2023, titled “Guidelines on Recruitment, Selection and Appointment in the Department of Education” will be conducted on March 2, 2026- 2:00PM via MS Teams.

All interested applicants are encouraged to pre-register on or before March 2, 2026, through this link: <https://forms.gle/3JtnJCxEFcEXM4S29>. A meeting link will be sent to the registered applicants through email.

7. For more information and other concerns, you may contact us at (032) 256-9466 loc. 700 or email at [hrmpsrb.ro7@deped.gov.ph](mailto:hrmpsrb.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

 <p>Department of Education</p>	<b>JOB DESCRIPTION</b>		JD No. _____	Revision Code: 00
<b>Position Title</b>	Chief Education Supervisor		<b>Salary Grade</b>	<b>24</b>
Parentetical Title			<b>Governance Level</b>	Regional Office
<b>Office/Bureau/Service</b>			<b>Unit/Division</b>	Curriculum Learning and Management Division
<b>Reports to</b>	Regional Director		<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Education Program Supervisor			
<b>JOB SUMMARY</b>				
<p>To provide strategic and technical inputs towards effectively managing the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the region, and ensuring access to quality and varied learning resources.</p> <p>To direct and manage the work of the CLMD team that will help manage curriculum implementation in the region and provide technical assistance to the divisions in line with the curriculum and learning management.</p>				
<b>QUALIFICATION STANDARDS</b>				
<b>A. CSC Prescribed Qualifications</b>				
Education	Master's degree in Education or other relevant Master's degree			
Experience	4 years relevant experience in management and supervision			
Eligibility	RA 1080 (Teacher)			
Trainings	24 hours training in management and supervision			
<b>B. Preferred Qualifications</b>				
Education				
Experience	at least 2 years experience as Education Program Supervisor in the regional office			
Eligibility				
Trainings				

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>Management of Curriculum Implementation</b></p>	<ul style="list-style-type: none"> <li>• Provide technical Inputs to the Strategic Plan of the region (REDP) based on M&amp;E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the management and delivery of the Basic Education Curriculum.</li> <li>• Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum.</li> <li>• Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.</li> <li>• Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation.</li> <li>• Guide and provide technical inputs to HRD and CLMD teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum</li> <li>• Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding.</li> <li>• Guide the development and implementation of region initiated programs related to the curriculum for technical soundness and relevance.</li> <li>• Present to the regional management, progress and evaluation reports on region initiated programs for appropriate management action.</li> </ul>
<p><b>Curriculum Development, Enrichment, and Localization</b></p>	<ul style="list-style-type: none"> <li>• Guides the development of programs and strategies to localize, indigenize, contextualize competencies in the curriculum per subject area</li> <li>• Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum</li> <li>• Submit to the regional management policy recommendations to guide localization and indigenization of the basic education curriculum.</li> </ul>
<p><b>Learning Delivery</b></p>	<ul style="list-style-type: none"> <li>• Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation.</li> <li>• Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.</li> </ul>
<p><b>Learning Resource</b></p>	<ul style="list-style-type: none"> <li>• Establish and sustain operations of the regional Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).</li> <li>• Provide oversight to the development of Localized/indigenized learning materials for regional use by the LR Development Teams.</li> </ul>


<p><b>Learning Outcomes Assessment</b></p>	<ul style="list-style-type: none"> <li>• Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes.</li> <li>• Submit to the Regional Director policy recommendations related to improving learning outcome in the region</li> </ul>
<p><b>Special Curricular Programs and Support Activities</b></p>	<ul style="list-style-type: none"> <li>• Submits to regional management policy recommendations on curricular support activities for regional adoption.</li> </ul>
<p><b>Technical Assistance</b></p>	<ul style="list-style-type: none"> <li>• Lead a team in providing technical assistance a cluster of schools division.</li> <li>• Lead the CLMD team in consolidating needs for technical assistance on Curriculum Management and Instructional Delivery for the whole region.</li> <li>• Presents to regional management periodic reports on the progress of technical assistance in:</li> <li>• Cluster of schools division assigned to the TA team</li> <li>• Curriculum management and instructional delivery</li> <li>• Submits to the regional management, policy recommendations arising from reports of results evaluation of provision of technical assistance.</li> </ul>
<p><b>Unit Performance</b></p>	<ul style="list-style-type: none"> <li>• Prepare and manage the budget for CLMD's resource requirements and submits this to be part of the Regional Budget.</li> <li>• Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.</li> <li>• Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.</li> <li>• Submits M &amp; E Report/ Results of CLMD Operations to inform management of progress.</li> <li>• Prepares and submits an Annual Procurement Plan of CLMD to schedule expense requirements.</li> <li>• Conduct Performance Appraisal Feedback and</li> <li>• Ratings on direct reports towards continues improvement of performance.</li> <li>• Prepares and implements a Professional Development Plan for CLMD personnel</li> <li>• 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.</li> <li>• Conducts regular CLMD Meetings for regular updates and work coordination.</li> <li>• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>		JD No. _____	Revision Code: _____
Position Title	Education Program Supervisor		Salary Grade	22
Parenthetical Title Bureau/Service /Division			<b>Governance Level Unit/Division</b>	Regional Office Human Resource Development Division
Reports to	Chief Education Supervisor		<b>Effectivity Date</b>	
Positions Supervised	None			
<b>JOB SUMMARY</b>				
<b>Provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.</b>				
<b>QUALIFICATION STANDARDS</b>				
<b>A. CSC Prescribed Qualifications</b>				
Education	Masters degree in education or other relevant degree Masters degree with specific area of specialization			
Experience	RA 1080 (Teacher)			
Eligibility	At least 2 years experience as Principal or Head Teacher or Master Teacher			
Trainings	08 hours of relevant training			
<b>B. Preferred Qualifications</b>				
Education				
Experience	<i>at least 1 year experience in DepED</i>			
Eligibility	<i>at least 1 year relevant experience in Training and Development and other related HR services</i>			
Trainings				

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>KRA</b>	
<p>HR Strategic Plans and Policies</p>	<ul style="list-style-type: none"> <li>• Assists the Chief in conceptualizing, developing and implementing HRD framework, strategic plan and policies and localizing mechanisms of HRD systems to guide region and schools division in managing and developing its human resources.</li> <li>• Conduct needs assessment, research and benchmark studies as basis for regional policy recommendations towards improving the management and development of the region's human resource.</li> </ul>
<p>Search, Recruitment, Selection and Placement</p>	<ul style="list-style-type: none"> <li>• Monitor the schools divisions in their implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource development, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job.</li> <li>• Design process and tools to 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)</li> <li>• Design 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</li> <li>• Design processes and tools to monitor the conduct of orientation of new employees</li> </ul>
<p>Professional and Career Development</p>	<ul style="list-style-type: none"> <li>• Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and in availing of its products and services.</li> <li>• Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRD development plan and for designing interventions</li> <li>• Define and update Competency Models for the various job groups in the region to ensure relevant development tracks.</li> <li>• Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track.</li> <li>• 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.</li> <li>• 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.</li> <li>• Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services.</li> </ul>


	<ul style="list-style-type: none"> <li>• Coordinate, conduct, training programs according to its design and budget, and evaluate such programs periodically.</li> <li>• Continuously search for scholarship opportunities for personnel in the region.</li> <li>• 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.</li> <li>• 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 division human resource.</li> <li>• 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.</li> <li>• Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions</li> </ul>
Succession	<ul style="list-style-type: none"> <li>• Operationalize the system for identifying candidate pools for critical positions in the region and schools divisions towards the preparation of a succession plan.</li> <li>• Design and implement Leadership Development interventions for high-potential candidates for vacated leadership positions.</li> <li>• Monitor the implementation of Retirement Programs for employees.</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>• Review the Performance Management System and Guidelines and Rewards and Recognition Programs to recommend mechanisms for localizing systems, policies and guidelines to adapt the systems to the situation in the region and align to its development directions while ensuring consistency with the national policies and standards.</li> <li>• Design and Conduct Performance Management System orientation and training of managers and staff to ensure proper implementation.</li> <li>• Design information materials and conduct orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals.</li> <li>• Assess 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</li> </ul>
Employees Welfare	<ul style="list-style-type: none"> <li>• Develop and manage Employee Welfare Strategies</li> <li>• Conduct studies to identify the needs of employee groups according to life and career stage, gender, work</li> </ul>

	<p>conditions, etc. as basis for employee welfare programs.</p> <ul style="list-style-type: none"> <li>• Recommend enhancements to recognition and reward programs to maintain applicability and relevance.</li> <li>• Recommend employee welfare adjustments based on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations</li> <li>• Publish relevant issuances and other documents on personnel management (Personnel handbook of information)</li> </ul>
<p>Technical Assistance</p>	<ul style="list-style-type: none"> <li>• Work with a cross-functional team of ES to identify the needs of an assigned cluster of schools division as basis for the region's provision of technical assistance.</li> <li>• Work with the HRD functional division team to identify and provide HRD interventions to respond to HRD related concerns of the schools divisions in the region</li> </ul>


 Department of Education	<b>JOB DESCRIPTION</b>	Revision Code: _____
<b>Position Title</b>	Planning Officer III	JD No. _____
<b>Parentetical Title</b>		<b>Salary Grade</b> 18
<b>Bureau/Service/Division</b>		<b>Governance Level</b> Regional Office
<b>Reports to</b>	Chief Education Program Supervisor	<b>Unit/Division</b> Policy Planning and Research Division
<b>Positions Supervised</b>		<b>Effectivity Date</b>
<b>JOB SUMMARY</b>		
<p>Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users</p> <p>To monitor and evaluate implementation of policies and guidelines related to planning and education data management systems at the Schools Division.</p>		
<b>QUALIFICATION STANDARDS</b>		
<b>A. CSC Prescribed Qualifications</b>		
Education	Bachelors Degree Relevant to the Job	
Experience	2 years of relevant experience	
Eligibility	Career Service (Professional) Second Level Eligibility	
Trainings	8 hours relevant training	
<b>B. Preferred Qualifications</b>		
Education		
Experience	at least 1 year experience in DepED	
Eligibility	ICT literate: word, data processing, spreadsheet and presentation software, internet	
Trainings	Computer literate (word processing, spreadsheets, presentation software, internet use)	

KRA	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems And Plans	<p><b>A. Budget Proposal preparation</b></p> <ul style="list-style-type: none"> <li>• Analyze Gaps/Needs for crucial resources by consolidating identified needs in their education plans.</li> <li>• Assist Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal</li> <li>• Analyze basic education data and provide valid, accurate, timely and relevant data and information for planning</li> <li>• Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region.</li> <li>• Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management.</li> <li>• Facilitate endorsement of the Budget Proposal by the Regional Development Council (RDC)</li> </ul> <p><b>B. Budget Execution</b></p> <ul style="list-style-type: none"> <li>• Summarize PAPs with the Allocation from the NEP/GAA</li> <li>• Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans</li> <li>• Guide the School Divisions and RO-Functional Divisions Staff in preparing their annual operational plans to</li> <li>• Validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness.</li> </ul>
Policies And Standards	<ul style="list-style-type: none"> <li>• Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context.</li> <li>• Draft policies and guidelines on Implementation of specified standards.</li> </ul>
Education Data Mgmt System	<ul style="list-style-type: none"> <li>• Update and maintain the systems utilized in Data Center of the Region and conducts periodic quality checks.</li> <li>• Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and updating of the technological hardware and</li> </ul>


KRA	DUTIES AND RESPONSIBILITIES
Research	<p>software</p> <ul style="list-style-type: none"> <li>• Review research objectives and recommend appropriate data processing tools for particular research studies</li> <li>• Provide technical advice to research study teams on descriptive statistical analysis as may be necessary and applicable to the purpose of the study</li> </ul>
Technical Assistance	<ul style="list-style-type: none"> <li>• Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools divisions as basis for the region's provision of technical assistance.</li> <li>• Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR- related concerns of the schools division in the region</li> <li>• Draft policy recommendations based on data gathered in the course reviewing DEDP and conducting situation assessment and need-analysis, as well as in providing technical assistance</li> </ul>

	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
Department of Education	Education Program Specialist II	Salary Grade	16
Position Title	None	Governance Level	Regional Office
Parenthetical Title	Human Resource Development Division (HRDD)	Unit/Division	
Office/Bureau/Service	Chief Education Supervisor (Division Chief)	Effectivity Date	April 24, 2020
Reports to	None		
Positions Supervised	None		
<b>JOB SUMMARY</b>			
<p>This position is responsible for assisting the Human Resources Development Division (HRDD) Chief and Senior Education Program Specialist in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also assists in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.</p>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree in Education or its equivalent		
Experience	2 years experience in education research, development, implementation or other relevant experience		
Eligibility	RA 1080 (PBET/LET) Career Service (Professional) Appropriate Eligibility for Second Level Position		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education	Master's degree in Education or in a relevant discipline		
Experience	3 years of relevant experience in the development of professional learning programs		
Eligibility	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position		
Trainings	8 hours of relevant training		


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Program Development and Delivery	<ol style="list-style-type: none"> <li>1. Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context</li> <li>2. Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors</li> </ol>
Program Evaluation	<ol style="list-style-type: none"> <li>1. Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region</li> <li>2. Conduct evaluation of PD interventions within the region</li> </ol>
Liaison	<ol style="list-style-type: none"> <li>1. Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs).</li> <li>2. Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO</li> </ol>
Secondary Duties	<ol style="list-style-type: none"> <li>1. Perform other functions as assigned.</li> </ol>

 Department of Education	<b>JOB DESCRIPTION</b>  Dormitory Manager II	JD No. _____	Revision Code: _____
<b>Position Title</b>		<b>Salary Grade</b>	11
<b>Parentetical Title Bureau/Service/ Division</b>		<b>Governance Level Unit/Division</b>	Regional Office Human Resource Development Division
<b>Reports to</b>		<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
To manage the <b>Regional Education Learning Center (RELC)</b> to ensure upkeep and maintenance of the facilities and efficient scheduling of training venues and dormitories for the Regional NEAP's operation and earn revenue to help sustain RELC operations.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelors degree		
Experience	No required experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	No required training		
<b>B. Preferred Qualifications</b>			
Education	NC II holder in Housekeeping		
Experience	At least 1 year relevant experience in Dormitory management ICT literate : word, spreadsheet software, use of the internet		
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
RELC Training and Conference Facilities	<ul style="list-style-type: none"> <li>• Coordinate and publish schedule and calendar on utilization of training and conference facilities to serve as reference for RO staff and users.</li> <li>• Supervise assigning and set up of training and conference facilities according to client requirements.</li> <li>• Supervise the work of contracted personnel in cleaning and maintaining facilities</li> <li>• Recommends and implements upon approval, an annual "Training Facilities Maintenance, Improvement and Upgrading Plans"</li> </ul>
RELC Dormitories	<ul style="list-style-type: none"> <li>• Prepares, recommends and implements upon approval "Policies, and procedures in the Dormitories Use and Operations" to ensure efficient dormitory operations.</li> <li>• Oversees the preparation of Dormitory rooms based on reservation requests to ensure its readiness for occupancy</li> <li>• Oversees the billeting and room assignments of guests to ensure efficient dormitory operation and maximizing room occupancy</li> </ul>
RELC Grounds and Surroundings	<ul style="list-style-type: none"> <li>• Set policies and operational guidelines and procedures on garbage and waste disposal to ensure cleanliness and sanitation and optimize waste recovery.</li> <li>• Oversee grounds upkeep and landscaping surrounding the vicinity of the RELC to maintain a conducive environment for learning</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Teaching Aid Specialist (LR)	<b>Salary Grade</b>	11
<b>Parentetical Title Office/Bureau/Service</b>		<b>Governance Level Unit/Division</b>	Regional Office Curriculum Learning and Management Division - LRMDS
<b>Reports to</b>	Librarian II	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistant II		
<b>JOB SUMMARY</b>			
To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.)			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree in Education or its equivalent		
Experience	None required		
Eligibility	PBET: Teacher Career Service Professional (Second level eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>LR Teams</b></p>	<ul style="list-style-type: none"> <li>• Provide support in coordinating the formation of the LR Development Teams of the regional office.</li> <li>• Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team.</li> <li>• Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.</li> </ul>
<p><b>LR Technical Competencies</b></p>	<ul style="list-style-type: none"> <li>• Searches and maintains a "Directory of Human Resource" with LR required skills (writers, editors, illustrators, creative and lay out artists, etc.) to provide LR Development teams with ready pool of resources as needed.</li> <li>• Coordinates and prepares a draft of the Terms of References of talent and service providers for the LR Development Teams.</li> <li>• Coordinates and prepares the draft Contracts for sourced talents and service providers.</li> <li>• Coordinates the needs and requirements of contracted service providers to follow through fulfillment of TOR/ contract and payment for their service.</li> </ul>
<p><b>Technical Assistance</b></p>	<ul style="list-style-type: none"> <li>• Gather data and provide initial analysis as inputs to TA needs with regard the LRMDS and plans to improve access to learning resources of schools division and schools.</li> <li>• Provide technical support in the delivery of interventions to respond to the LR needs of schools division</li> </ul>

<b>JOB DESCRIPTION</b>		Revision Code: _____
	Department of Education	JD No. _____
<b>Position Title</b>	Administrative Assistant I	<b>Salary Grade</b> 7
<b>Parentetical Title Office/Division</b>		<b>Governance Level Unit/Division</b> Regional Office Curriculum Learning and Management Division
<b>Reports to</b>	Chief Education Supervisor	<b>Effectivity Date</b>
<b>Positions Supervised</b>		
<b>JOB SUMMARY</b>		
To assist the management and staff and provide administrative support in the effective and efficient operation of the CLM Division		
<b>QUALIFICATION STANDARDS</b>		
<b>A. CSC Prescribed Qualifications</b>		
Education	At least Two Years college level	
Experience	None required	
Eligibility	Career Service Sub-Professional (First Level Eligibility)	
Trainings	None required	
<b>B. Preferred Qualifications</b>		
Education	Bachelor's degree or	
Experience	2 years' relevant experience Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	
Eligibility		
Trainings		

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>KEY RESULT AREAS</b>	
<b>Plots/schedules clmd activities</b>	<ul style="list-style-type: none"> <li>• Schedules/calendars CLMD 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.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Receives, records and routes documents addressed to the CLMD 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</li> <li>• Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>• 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.</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Prepares or encodes into electronic format word documents and other presentation materials</li> <li>• Provides assistance and administrative support to training and conferences as assigned.</li> <li>• Coordinates preparation of documents needed in the operations of CLMD</li> <li>• Ensure security of office equipment and availability of office supplies</li> </ul>
<b>Secretariat/Frontline</b>	<ul style="list-style-type: none"> <li>• Receives and routes incoming calls to or logs information and notifies the concerned party</li> <li>• Greets and entertains office visitors and responds to their needs</li> <li>• Logs concerns brought to the office and follow through on inquiries</li> <li>• Coordinates travel bookings of CLMD staff based on instructions and gives feedback on status of bookings.</li> <li>• Coordinates meetings and appointment with external parties ( dates and venue, meals arranged as needed) and confirms such to all concerned</li> </ul>

**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.