



Republic of the Philippines
Department of Education
REGION V - BICOL

7. Internal applicants occupying a position considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from submitting the documentary requirements listed in item no. 2.
8. This Office shall adopt an Open Ranking System, and documents will be evaluated using Enclosure Nos. 4 and 5 of DepEd Order No. 7, s. 2023, titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", copy enclosed.
9. Please find in separate sheets the details (Salary Grade/Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities)) of the above-cited positions, for your guidance. You can download a copy of this memorandum from our website at depedregion5.net and our Facebook page, DepEd Region V - Bicol.
10. The Department of Education Regional Office No. V considers applications from all interested and qualified applicants for employment without regard to age, sex, sexual orientation or gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristic protected by law. This Office likewise upholds the values of equality and diversity in all elements of its recruitment, selection, and placement processes, adhering to the Equal Employment Opportunity Principle (EEO/PEOP).
11. The schedule of activities related to the pre-evaluation of documents, final evaluation of documents, interviews, and further assessments by the HRMPSB will be disseminated at a later date.
12. The widest dissemination of this Memorandum is earnestly desired.


GILBERT T. SADSAD
Regional Director

References: DepEd Order No. 19, s. 2022
DepEd Order No. 7, s. 2023
Republic Act No. 7041
CSC MC No. 14, s. 2018

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

EVALUATION	HIRING	QUALIFICATIONS
AD-PS/matb 02/13/2025		


Republika ng Pilipinas
Kagawaran ng Edukasyon
REHION V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

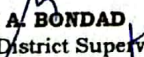
DepEd - Division of Catanduanes
RECORDS SECTION
RELEASED
BY: Chk No: 110
DATE: 19 FEB 2025 TIME: 1:51

February 17, 2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Section Heads/Unit Heads
Elementary & Secondary School Heads
All Others Concerned

For your information and compliance.

By Authority of the OIC-Schools Division Superintendent:


DELFIN A. BONDAD
Public Schools District Supervisor
OIC, Office of the Schools Division Superintendent

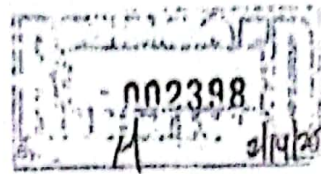


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Republic of the Philippines
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13 Feb 2025

REGIONAL MEMORANDUM
 No. 00110, s. 2025

ANNOUNCEMENT OF VACANCIES

To : Schools Division Superintendents
 Division/Section/Unit Chiefs of this Office
 All DepEd RO Employees
 All Others Concerned

1. We are pleased to inform you that the following positions are now open for ranking to all interested and qualified applicants.

NO.	POSITION	PLACE OF ASSIGNMENT
1	Education Program Supervisor <i>Alternative Learning System (ALS)</i>	Curriculum and Learning Management Division (CLMD)
2	Engineer III	Education Support Services Division (ESSD)-Education Facilities Section
3	Accountant I	Finance Division -Accounting Section
4	Accountant I	Finance Division -Accounting Section (payroll services)
5	Administrative Aide VI	Administrative Division -Personnel Section

2. Application letters, together with the following supporting documents for ranking (*organized as listed below with tabbing*), must be submitted to the Administrative Division-Personnel Section through the Administrative Division-Records Section **on or before 5:00 PM on February 26, 2025**:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with 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 records 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;



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- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (*Annex C*), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, such as but not limited to:
 - i. 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;

The components of Outstanding Accomplishments are as follows:

- a. Awards and Recognition;
 - b. Research and Innovation;
 - c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
 - d. Resource Speakership/Learning Facilitation; and
 - e. NEAP Accredited Learning Facilitator
- ii. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (2i) is not relevant to the position to be filled, if applicable.
3. Individuals who fail to submit the complete mandatory documents (items 2a to 2j) on the set deadline shall not be included in the pool of official applicants. However, the non-submission of additional documentary requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.
4. No additional documents shall be accepted after the deadline.
5. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicants' identity when posting the results.
6. The applicants shall assume full responsibility and accountability for the completeness, authenticity, and veracity of the submitted documents, as evidenced by the Omnibus Sworn Statement (item 2j), duly signed by the applicant. The Human Resource Management Officer (HRMO) shall check and verify the completeness, authenticity, and veracity of the submitted documents. Any false and fraudulent document submitted shall be grounds for disqualification.

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POSITION PROFILE	
Position: Education Program Supervisor Alternative Learning System (ALS)	Salary Grade: 22
Monthly Salary: Php 78,162.00	Place of Assignment: Curriculum and Learning Management Division (CLMD)
Item No.: OSEC-DECSB-EPSVR-390035-2010	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Master's degree in Education or other relevant Master's degree with specific area of specialization
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)
GENERAL OFFICE FUNCTIONS	
The Curriculum and Learning Management Division (CLMD) manages and collaborates with the Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.	
JOB PURPOSE	
<ul style="list-style-type: none"> To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization, and enrichment-related programs and projects. To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision, and learning materials development and quality assurance. When part of the LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator 	
MAJOR TASKS (Duties and Responsibilities)	
Management of Curriculum Implementation <ul style="list-style-type: none"> Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. Develop and implement advocacy, programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation. Curriculum Development, Enrichment, and Localization <ul style="list-style-type: none"> Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division. Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. Submit reports and findings on curriculum innovations and localization by schools division for appropriate management action. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region. 	

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MAJOR TASKS (Duties and Responsibilities)
Learning Delivery <ul style="list-style-type: none">• Conduct evaluation and submit recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions.• Recommend publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.
Learning Resource <ul style="list-style-type: none">• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.• Lead or work as a team member to evaluate and/or quality assure general and local learning materials to uphold standards of quality learning materials.
Learning Outcomes Assessment <ul style="list-style-type: none">• Gather the result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.• Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
Special Curricular Programs and Support Activities <ul style="list-style-type: none">• Conduct monitoring of curricular support activities and submit evaluation reports for appropriate management action.• Draft policy recommendations on curricular support activities for regional adoption.
Technical Assistance <ul style="list-style-type: none">• Assess the situation and analyze the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions• Coordinate with other functional divisions of the region to arrive at a technical assistance plan for the assigned Schools Division.• Coach the schools division in implementing interventions related to curriculum management and instructional delivery.• Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools division.• Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

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POSITION PROFILE	
Position: Engineer III	Salary Grade: 19
Monthly Salary: Php 56,390.00	Place of Assignment: Education Support Services Division (ESSD)-Education Facilities Section
Item No.: OSEC-DECSB-ENG3-390039-2014	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor's degree in Engineering relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080
GENERAL OFFICE FUNCTIONS	
The Education Support Services Division (ESSD) collaborates with the Regional Office units and Schools Division Offices, in the provision of services and facilities for learners' readiness, wellness, and youth leadership formation towards a safe, child-friendly learning environment.	
JOB PURPOSE	
<ul style="list-style-type: none"> To identify and respond to the needs of the region and Schools Division for resources, technical assistance and ability to implement sustainable programs and projects to establish safe and secure educational environment and facilities. 	
MAJOR TASKS (Duties and Responsibilities)	
<p>Policies and Standards for Educational Facilities</p> <ul style="list-style-type: none"> Study local conditions and situations towards formulating policies and setting standards on educational facilities for the region. Recommend regional policies as well as implement rules and regulations to make operational national policies for dissemination through issuances, directives, guidelines, and/or handbooks and manuals. <p>Regional Educational Facilities Building Program</p> <ul style="list-style-type: none"> Prepare procurement requirements for constructions to be done in the region as inputs to the Annual Procurement Plan. Assist/coordinate in the procurement of resources for construction projects to ensure compliance with requirements for the Annual Procurement Plan <p>Quality Assurance</p> <ul style="list-style-type: none"> Check the quality by which schools divisions monitor contractor's compliance of set standards based on their key inspection point reports and ocular visits. Recommend changes in the program of works as needed Inspect and recommend acceptance of completed projects in the regional office. Inspect accepted projects of Division Office engineers and recommend corrective action Monitor/evaluate implementation of physical facilities programs/projects towards adjustments and continuous improvement in its implementation and outputs. <p>Technical Assistance</p> <ul style="list-style-type: none"> Provide technical inputs in the assessment of BAC documents related to educational facilities to validate submitted data for technical correctness. Consolidate data from schools divisions to determine needs related to the provision of a conducive learning environment such as school buildings water and sanitation facilities, and school furniture based on: database/input: on project proposals, data validation, monitoring reports, and TA needs assessments Provide technical assistance to schools divisions on: <ul style="list-style-type: none"> procurement matters demolition of buildings site development plans school building plans and specs 	

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POSITION PROFILE	
Position: Accountant I	Salary Grade: 12
Monthly Salary: Php 32,245.00	Place of Assignment: Finance Division- Accounting Section (payroll services)
Item No.: OSEC-DECSB-A1-390022-2014	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None required
Eligibility	RA 1080
GENERAL OFFICE FUNCTIONS	
The Finance Division provides the Regional Office units and Schools Division Offices (SDOs) with accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.	
JOB PURPOSE	
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	
MAJOR TASKS (Duties and Responsibilities)	
<ol style="list-style-type: none">1. General Scope of work is payroll audit2. Prepare Statements of Account3. Prepare Disbursement Vouchers for remittances of salary deductions pertaining to Private Lending Institutions4. Index or monitor<ol style="list-style-type: none">a. Remittances of salary deductionsb. Salary Payments (individual index)5. Monitor fund transfers against the statement of accounts6. Does related work	

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POSITION PROFILE	
Position: Accountant I	Salary Grade: 12
Monthly Salary: Php 32,245.00	Place of Assignment: Finance Division- Accounting Section
Item No.: OSEC-DECSB-A1-390023-2014	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Training	None required
Eligibility	RA 1080
GENERAL OFFICE FUNCTIONS	
The Finance Division provides the Regional Office units and Schools Division Offices (SDOs) with accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.	
JOB PURPOSE	
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	
MAJOR TASKS (Duties and Responsibilities)	
FINANCIAL RECORDS AND REPORTS	
<ul style="list-style-type: none">• Prepare periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.• Check the accuracy, validity, and appropriateness of income and expenditure transactions.• Supervise and monitor the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.• Monitor the safekeeping of accounting records, documents, correspondences, and reports, and ensures maximum security and systematic compilation of various accounting information.• Coordinate with the Budget Division/Unit in the determination and verification of the existence of Accounts Payable/unpaid obligations.• Assist higher-level Accountants in the analysis, verification, and consolidation of field offices' reports.• Review the financial statements and related schedules.	

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POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6
Monthly Salary: Php 18,957.00	Place of Assignment: Administrative Division - Personnel Section
Item No.: OSEC-DECSB-ADA6-390022-2004	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Subprofessional) / First Level Eligibility
GENERAL OFFICE FUNCTIONS	
The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services.	
JOB PURPOSE	
Draft payroll of RO and SDOs based on the previous month's pay and send to SDO Personnel Office for validation and updating	
MAJOR TASKS (Duties and Responsibilities)	
SALARY COMPUTATION	
<ul style="list-style-type: none"> • Prepare a draft payroll of RO and SDOs based on the previous month's pay and send to the SDO Personnel Office for validation and updating. • Receive 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 repayments • Prepare final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability. • Prepare payroll remittance advice • Prepare payslips on the final payroll pre-audited by Accounting and forward to the Cashier for distribution. • Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc. 	

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