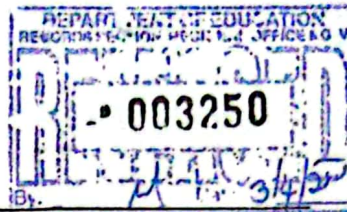




Republic of the Philippines
Department of Education
REGION V - BICOL

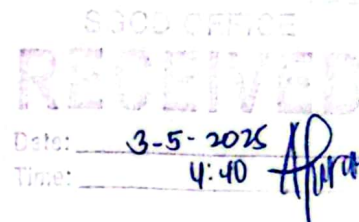


03 Mar 2025

REGIONAL MEMORANDUM
No. 0298, s. 2025

ANNOUNCEMENT OF VACANCY

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 position of **Project Development Officer II** at the **Education Support Services Division (ESSD)** of this office is now open for ranking to all interested and qualified applicants.

2. Application letters, together with the following supporting documents for ranking (*organized as listed below with tabbing*), must be submitted to the Personnel Section through the Records Section **on or before 5:00 PM on March 17, 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;
- 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 A*), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, such as but not limited to:



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



- 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 set 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.
 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 No. 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 position, 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 (EEOP).

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 A. SADSAD
Regional Director

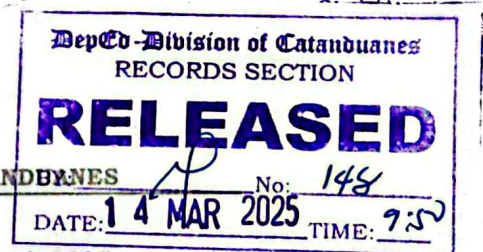


Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

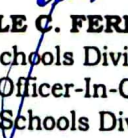
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES



11 March 2025

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
SDO Personnel
Elementary and Secondary School Heads
Teaching and Non-teaching Personnel

For information and guidance.


CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

POSITION PROFILE	
Position: Project Development Officer II	Salary Grade: 15
Monthly Salary: Php 40,208.00	Place of Assignment: Education Support Services Division (ESSD)
Item No.: OSEC-DECSB-PDO2-390001-2024	No. of Vacancy/ies: One (1)
QUALIFICATION STANDARDS	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility
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 provide development, implementation, and technical support on the learner rights and protection programs and projects to ensure that the Schools Division has the resources, and technical assistance and can implement sustainable programs and projects on Learner Rights and Protection resources to help schools become safe and enabling learning environment and to provide technical support to regional management. 	
MAJOR TASKS (Duties and Responsibilities)	
<p>Policies, Systems, and Standards (for LRP)</p> <ul style="list-style-type: none"> Prepare draft recommendations for localized policies and standards on the rights and protection of learners to prevent violence, exploitation, and other forms of abuse in schools Draft and publish a localized safe school manual for learner rights and protection incidents with protocols, referral systems, and mechanisms to ensure that the Schools Division Office and schools are equipped in handling rights and protection matters Create and maintain a monitoring and reporting mechanism and database for the implementation and enforcement by the Department of learner rights under domestic and international laws Ensure that all schools within the region have localized or school-based Child Protection Policies including Anti-Bullying Guidelines in accordance with the national laws and other issuances <p>Information, Education, and Advocacy (for LRP)</p> <ul style="list-style-type: none"> Advocate, create awareness, and build knowledge and capacity in relation to the rights of the learner in basic education, through learner rights education among the various stakeholders of the Department Develop Communication Plans on LRP for the learners, teaching and non-teaching personnel, and other stakeholders Develop social behavioral change materials and strategies such as IEC materials to raise understanding and awareness to all DepEd personnel, learners, and other stakeholders <p>Partners and Linkages (for LRP)</p> <ul style="list-style-type: none"> Initiate and coordinate cooperation or partnership activities within the national and local government units, non-government organizations, civil society organizations, international organizations, and other key education partners and stakeholders in the policy formulation, monitoring, and reporting or learner rights implementation in the Department, and building awareness and advocacy of these rights Participate and represent the Regional Office in the Inter-agency meetings concerning child protection such as but not limited to, Regional Juvenile Justice and Welfare Council, Committee on Child Labor, etc. <p>Program and Projects (for LRP)</p> <ul style="list-style-type: none"> Lead in the implementation of the Child Protection Committee Functionality Assessment Tool and other intervention plans and mechanisms Assist the Legal Officer of the Regional Office in monitoring administrative cases involving violation of Learner Protection Policies such as, but not limited to, DO No. 40, s. 2012, or the "DepEd Child Protection Policy", DO No. 55, s. 2013, or the "Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013" 	

MAJOR TASKS (Duties and Responsibilities)

Technical Assistance

- Coordinate with, gather information, and consolidate data from, the Schools Division Offices and Child Protection Committees in school relative to LROP reports/concerns
- Provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships
- Provide technical assistance to Schools Division Offices in developing programs and projects for LRP in their respective schools division

Other Duties

- Perform other functions as may be assigned by the immediate supervisor

Q