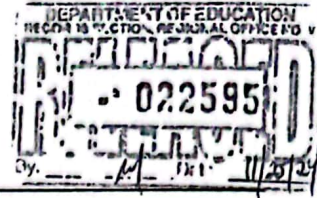




Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



25 Nov 2024

REGIONAL MEMORANDUM

No. ~~01444~~, s. 2024

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	Chief Education Supervisor	Curriculum and Learning Management Division
2	Administrative Assistant I	Policy, Planning, and Research Division
3	Administrative Aide VI	Administrative Division-payroll services

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 December 9, 2024**:

- 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



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/>



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:
- 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 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).

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



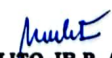
December 2, 2024

**TO:**

**Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public School District Supervisors  
Section/Unit Heads  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned**

For your information and widest dissemination.

By Authority of the OIC- Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-in-Charge

<b>POSITION PROFILE</b>	
<b>Position:</b> Chief Education Supervisor	<b>Salary Grade:</b> 24
<b>Monthly Salary:</b> Php 94,132.00	<b>Place of Assignment:</b> Curriculum and Learning Management Division
<b>Item No.:</b> OSEC-DECSB-CES-390006-1998	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
Education	Master's degree in Education or other relevant Master's degree
Experience	4 years relevant experience involving management and supervision
Training	24 hours of training in management and supervision
Eligibility	PBET; Teacher
<b>GENERAL OFFICE FUNCTIONS</b>	
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.	
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<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 research 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 regarding 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>Guide the development of programs and strategies to localize, indigenize, and 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>Develop and implement advocacy programs on effective localized delivery modes to encourage learning and innovation.</li> <li>Recommend policies on learning delivery arising from evaluation studies and research for adoption in the region.</li> </ul>	

## **MAJOR TASKS (Duties and Responsibilities)**

### **Learning Resource**

- Establish and sustain operations of the regional Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).
- Provide oversight to the development of Localized/indigenized learning materials for regional use by the LR Development Teams.

### **Learning Outcomes Assessment**

- Report to the regional management team the result of assessment reports on learning outcomes across the various schools division and the causes of such outcomes.
- Submit to the Regional Director policy recommendations related to improving learning outcomes in the region

### **Special Curricular Programs and Support Activities**

- Submits to regional management policy recommendations on curricular support activities for regional adoption.

### **Technical Assistance**

- Lead a team in providing technical assistance to a cluster of schools division.
- Lead the CLMD team in consolidating needs for technical assistance on Curriculum Management and Instructional Delivery for the whole region.
- Present to regional management periodic reports on the progress of technical assistance in:
  - Cluster of schools division assigned to the TA team
  - Curriculum management and instructional delivery
- Submit to the regional management, policy recommendations arising from reports of results evaluation of provision of technical assistance.

### **Unit Performance**

- Prepare and manage the budget for CLMD's resource requirements and submit this to be part of the Regional Budget.
- Manage personnel work assignments to ensure equitable work distribution towards the accomplishment of division goals and targets.
- Integrate and submit accomplishment reports of the Division to inform RO management of progress, issues, and challenges for corrective action.
- Submit M & E Report/ Results of CLMD Operations to inform management of progress.
- Prepare and submit an Annual Procurement Plan of CLMD to schedule expense requirements.
- Conduct Performance Appraisal Feedback and
- Rating on direct reports towards continuous improvement of performance.
- Prepare and implement a Professional Development Plan for CLMD personnel
- Attend management and coordination meetings and conduct staff meetings to ensure the flow of information and communication critical to the operational efficiency and effectiveness of the unit.
- Conduct regular CLMD Meetings for regular updates and work coordination.
- Cultivate a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems.

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<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Assistant I	<b>Salary Grade:</b> 7
<b>Monthly Salary:</b> Php 19,365.00	<b>Place of Assignment:</b> Policy, Planning, and Research Division
<b>Item No.:</b> OSEC-DECSB-ADAS1-390023-2014	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Relevant MC 11 s. 1996 Career Service (Subprofessional)/First Level Eligibility
<b>GENERAL OFFICE FUNCTIONS</b>	
The Policy, Planning and Research Division (PPRD) provides the Regional Office, Schools Division Offices, and other stakeholders an accurate, updated, reliable, and relevant data, information, and analysis for policy review and recommendation, planning, research, and other data-driven decisions.	
<b>JOB PURPOSE</b>	
Assist the management and staff and provide administrative support in the effective and efficient operation of the PPR Division	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Record Keeping</b></p> <ul style="list-style-type: none"> <li>• Calendar PPRD activities and notify concerned staff</li> <li>• Receive, record, and route documents addressed to the PPRD by logging and attaching a routing slip before forwarding it to the appropriate person to be able to track and account for the location and status of documents.</li> <li>• Maintain a filing system that makes records and documents retrievable and accessible, while ensuring the safety and security of files.</li> <li>• Document proceedings and agreements of meetings as assigned by the Chief, distribute copies of the minutes to concerned parties, as well as file a copy for future reference.</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Prepare or encode into electronic format Word documents and other presentation materials</li> <li>• Provide assistance and administrative support to training and conferences as assigned.</li> <li>• Coordinate preparation of documents needed in the operations of PPRD.</li> </ul>	

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<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Aide VI	<b>Salary Grade:</b> 6
<b>Monthly Salary:</b> Php 18,255.00	<b>Place of Assignment:</b> Administrative Division - payroll services
<b>Item No.:</b> OSEC-DECSB-ADA6-390021-2004	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Completion of two years studies in college
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Subprofessional) /First Level Eligibility
<b>GENERAL OFFICE FUNCTIONS</b>	
The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services.	
<b>JOB PURPOSE</b>	
Draft payroll of RO and SDOs based on the previous month's pay and send to SDO Personnel Office for validation and updating	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<b>SALARY COMPUTATION</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> <li>• Prepare final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability.</li> <li>• Prepare payroll remittance advice</li> <li>• Prepare payslips on the final payroll pre-audited by accounting and forward to the Cashier for distribution.</li> <li>• Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.</li> </ul>	

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