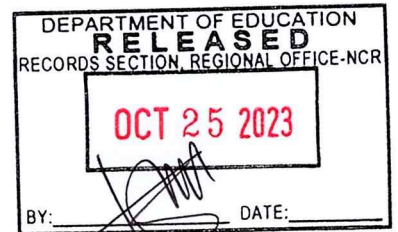




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD No. 2023 1110

TO : Schools Division Superintendents
DepEd-NCR-RO Officials & Employees
All Others Concerned

FROM : The Chairman
Regional HRMPSB

SUBJECT : RECRUITMENT ON VACANT POSITIONS IN THE
REGIONAL OFFICE

DATE : October 20, 2023

1. Please be informed that this Office will conduct screening/evaluation to fill up the following vacant positions:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	OSEC-DECSB-CES-30003-1998	SG-24	1	Education Support Services Division (ESSD)
Education Program Supervisor	OSEC-DECSB-EPSVR-30162-2010	SG-22	1	Education Support Services Division (ESSD)
Senior Education Program Specialist	OSEC-DECSB-SREPS-30001-2020	SG-19	1	Human Resource Development Division-NEAP
Accountant III	OSEC-DECSB-A-30001-1998	SG-19	1	Finance Division
Accountant I	OSEC-DECSB-30029-2015	SG-12	1	Finance Division



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph


Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republic of the Philippines
Department of Education
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5. This Office welcomes all qualified applicants whether internal or external to Deped, regardless of age, sexual orientation/gender identity expressions, civil status, religion, disability, ethnicity and any political affiliation and upholds the value of equality and diversity in all aspects of recruitment and adopts the Equal Employment Opportunity Principal (EEOP).
6. Enclosed is a copy of the Qualification Standards and the List of Requirements to be submitted with tags/marker, for reference.
7. For queries, please contact Ms. Elsa Mariano, Administrative Officer V- Personnel Section at personnel.ncr@deped.gov.ph.
8. For immediate dissemination .


CRISTITO A. ECO
Assistant Regional Director
Chairman, HRMPSB

NOTED:


WILFREDO E. CABRAL, CESO III
Regional Director



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



CHECKLIST OF REQUIREMENTS

(ANNEX C)

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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

ELSA P. MARIANO
HRMO

Date: _____
25-Oct-23

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Education Supervisor	OSEC-DECSB-CES-30003-1998	24	90078	Masters degree in Education or other relevant Master's degree	8 hours relevant training	4 years relevant experience involving management and supervision	RA 1080 (Teacher)		Deped-NCR Regional Office

2	Education Program Supervisor	OSEC-DECSB-EPSVR-30162-2010	22	71511	Masters degree in Education or other relevant Master's degree with specific area of specialization	8 hours relevant training	2 yrs as Principal or 2 years as Master Teacher or 2 years as Head Teacher	RA 1080 (Teacher)		Deped-NCR Regional Office
3	Senior Education Program Specialist	OSEC-DECSB-SREPS-30001-2020	19	51357	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours 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-NCR Regional Office
4	Accountant III	OSEC-DECSB-A3-30001-1998	19	51357	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours relevant training	2 years relevant experience	RA 1080 (CPA Board Exam)		Deped-NCR Regional Office

5	Administrative Officer I (Cashier I)	OSEC-DECSB-ADOF1-30063-2004	10	23176	Bachelo's degree	None required	None required	Career Service Professional; Second Level Eligibility		Deped-NCR Regional Office
6	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-30103 - 2004	6	17553	Completion of two years studies in college	None required	None required	Career Service Sub-Professional; First Level Eligibility		Deped-NCR Regional Office
7	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-30107-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service Sub-Professional; First Level Eligibility		Deped-NCR Regional Office
8	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-30255-2004	4	15586	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service Sub-Professional; First Level Eligibility		Deped-NCR Regional Office

9	Administrative Aide IV (Clerk II)	OSEC-DEC SB-84-2004	4	15586	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service Sub-Professional; First Level Eligibility		Deped-NCR Regional Office
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 9 , 2023

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; with work experience sheet
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

WILFREDO E. CABRAL, CESO III

 Regional Director

 Regional Office, Misamis St., Bago Bantay,
https://bit.ly/NCR_Recruitment_Oct2023

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.