

Republic of the Philippines Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

:

ORD-2024- 3 0 2

TO

Schools Division Superintendents

DepEd-NCR-RO Officials & Employees

All Others Concerned

FROM

The Office of the Regional Director

SUBJECT

RECRUITMENT ON VACANT POSITIONS IN THE

REGIONAL OFFICE

DATE

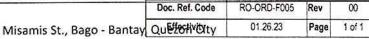
March 27, 2024

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
Education Program Supervisor (Mathematics)	OSEC- DECSB- EPSVR- 30140-2010	SG-22	1	Curriculum & Learning Mgt. Division
Supervising Administrative Officer	OSEC- DECSB- SADOF- 30032-2015	SG-22	1	Administrative Division
Administrative Officer V	OSEC- DECSB- ADOF5- 30015-2004	SG-18	1	Administrative Division-Asset Management Section
Administrative Officer V	OSEC- DECSB- ADOF5- 30016-2004	SG-18	1	Finance Division- Budget Section
Education Program Specialist II	OSEC- DECSB- 30002-2020	SG-16	1	Human Resource Development Division-NEAP
Administrative Aide III	OSEC- DECSB- ADA3-30228- 2004	SG-03	1	Administrative Division







Email Address: ncr@deped.gov.ph Website: depedncr.com.ph



Republic of the Philippines Department of Education

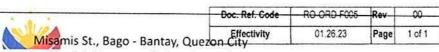
NATIONAL CAPITAL REGION

Accountant I	OSEC-DECSB- A1-30029-2015	SG-12	1	Finance Division
Administrative Assistant I	OSEC-DECSB- ADAS1-30030- 2015	SG-7	1	Curriculum & Learning Mgt. Division (
Administrative Aide VI	OSEC-DECSB- 30101-2004	SG-6	1.	Office of the Assistant Regional Director

- 2. In this connection, interested and qualified applicants should submit the complete required mandatory documentary requirements (see Annex C (DO 7, s. 2023) -List of Documentary Requirements) through https://bit.ly/NCR_Recruitment_032024_ (pdf format) or in hard copies at the Personnel Section, this Region, not later than April 25, 2024, at 5:00PM.
- 3. Only those applicants who submitted the complete mandatory documentary requirements and have met the minimum Qualification Standards (QS) shall proceed for further assessment/evaluation as mentioned in Deped-Order No. 7, s. 2023. Any additional documents submitted after the set deadline should not be accepted.
- 4. Further, applicant shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification, duly signed by the applicant. Any false and fraudulent documents submitted shall be ground for disqualification.
- 4. 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).







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- 5. Enclosed is a copy of the Qualification Standards, job description and the List of Requirements to be submitted with tags/marker, for reference.
- 6. For queries, please contact Ms. Elsa Mariano, Administrative Officer V-Personnel Section at personnel.ncr@deped.gov.ph.
- 5. For immediate dissemination.

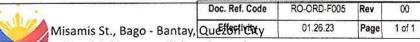
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Encls.

As stated





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QUALIFICATION STANDARDS:

Education Program Supervisor: Curriculum & Learning Mgt. Division

(CLMD-Math)

Item No.: OSEC-DECSB-EPSVR-30140-2010;SG/22

EDUCATION: Master's degree in Education or other

relevant Master's Degree with specific

Area of specialization

EXPERIENCE: 2 years as School Principal or 2 years as

Master Teacher or 2 years as Head Teacher

TRAINING: 8 hours relevant training

ELIGIBILITY: RA 1080 (Teacher)

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Leadership:Level 2-ProficientTechnical:Level 2-ProficientCore BehavioralLevel 4-DistinguishedCross-CuttingLevel 4-Distingushed

Supervising Administrative Officer: Administrative Division

Item No.: OSEC-DECSB-SADOF-30032-2015;SG/22

EDUCATION: Bachelor's Degree relevant to the job

EXPERIENCE: 3 years relevant experience **TRAINING**: 16 hours relevant training

ELIGIBILITY: CS Professional/2nd Level Eligibility

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Level 3-Highly Proficient
Technical: Level 3-Highly Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished

QUALIFICATION STANDARDS:

Administrative Officer V: Finance Division-Budget Section

(Budget Officer III)

Item No.: OSEC-DECSB-ADOF5-30016-2004;SG/18

EDUCATION: Bachelor's Degree relevant to the job

EXPERIENCE: 2 years relevant experience **TRAINING**: 8 hours relevant training

ELIGIBILITY: CS Professional/2nd Level Eligibility

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Leadership:Level 2 - ProficientTechnical:Level 3-Highly ProficientCore BehavioralLevel 3-Highly Proficient

Administrative Officer V: Administrative Division-Asset Management Section (Supply Officer III)

Item No.: OSEC-DECSB-ADOF5-30015-2004;SG/18

EDUCATION: Bachelor's Degree relevant to the job

EXPERIENCE: 2 years relevant experience **TRAINING**: 8 hours relevant training

ELIGIBILITY: CS Professional/2nd Level Eligibility

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Level 2 - Proficient
Technical: Level 2 - Proficient

Core Behavioral: Level 3-Highly Proficient Level 3-Highly Proficient

QUALIFICATION STANDARDS:

Education Program Specialist II: Human Resource Development Division-NEAP

Item No.: OSEC-DECSB-EPS2-30002-2020;SG/16

EDUCATION: Bachelor's Degree in Education or its equivalent

EXPERIENCE: 2 years experience in education research, development,

Implementation or other relevant experience

TRAINING: 4 hours relevant training

ELIGIBILITY: PBET; Teacher

CS Professional/Appropriate 2nd Level Eligibility

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Technical: Level 2- Proficient

Cross Cutting: Level 3- Highly Proficient Level 3- Highly Proficient

Administrative Aide III: Administrative Division-Personnel Section

(Clerk I)

Item No.: OSEC-DECSB-ADA3-30228-2004;SG/3
EDUCATION: Completion of two-year studied in college or

High School Graduate with relevant vocational/

trade course

EXPERIENCE: none required required

ELIGIBILITY: CS Sub-Professional/1st Level Eligibility

Additional Qualifications:

Knowledge in Computer Skills

Competency Requirements:

Cross-Cutting: Level 1-Beginning Level 1-Beginning

QUALIFICATION STANDARDS:

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ACCOUNTANT I: (Finance Division)

Item No.:

OSEC-DECSB-A1-30029-2015/SG-12

EDUCATION:

Bachelor's degree in Commerce/Business Administration,

major in Accounting

EXPERIENCE:

none required none required

TRAINING: ELIGIBILITY:

R.A. 1080 (CPA)

Additional Qualifications:

Advance Computer Skills

Competency Requirements:

Technical:

Level 2-Proficient

Core Behavioral Level 2-Proficient

Administrative Assistant I: Curriculum & Learning Mgt. Division

Item No. :

OSEC-DECSB-ADAS1-30030-2015;SG/7

EDUCATION :

Completion of two-year studied in college or

High School Graduate with relevant vocational/

trade course

EXPERIENCE :

none required

TRAINING:

none required CS Sub-Professional/1st Level Eligibility

ELIGIBILITY:

Additional Qualifications:

Advance Computer Skills

Competency Requirements:

Core Behavioral: Level 1-Beginning

Cross-Cutting:

Level 1-Beginning

QUALIFICATION STANDARDS:

Administrative Aide VI: Office of the Assistant Regional Director

(Clerk III)

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Item No.: OSEC-DECSB-ADA6-30101-2004;SG/6
EDUCATION: Completion of two-year studied in college or
High School Graduate with relevant vocational/

trade course

EXPERIENCE: none required required none required

ELIGIBILITY: CS Sub-Professional/1st Level Eligibility

Additional Qualifications:

Advance Computer Skills

Competency Requirements:

Cross-Cutting: Level 1-Beginning Level 1-Beginning

JOB DESCRIPTION

<u>Education Program Supervisor</u>: Curriculum & Learning Mgt. Division (CLMD-Math)

- 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 developed, 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 LR design and development team, may be assigned as Instructional Design and Development Coordinator

Supervising Administrative Officer: Administrative Division

• To assists the Chief AO in supervising the Administrative Division Team and deliver timely, responsive and economical administrative services to the management and staff of the regional office.

Administrative Officer V: Finance Division-Budget Section (Budget Officer III)

- To provide advice to the Regional Director through the Chief AO of Finance in the maximization of funds allocated to the region and coordinate with the Policy, Planning and Research Division of the RO in the preparation of a budget to support the plans of the region.
- Lead and supervise the staff of the budget section in providing the region with services in budget preparation and consolidation and in monitoring Budget execution and accountability

JOB DESCRIPTION

Administrative Officer V: Administrative Division-Asset Management Section (Supply Officer III)

 To lead and ma age the team that will provide the regional office with timely responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education

Education Program Specialist II: Human Resource Development Division-NEAP

 To assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD Services.

Administrative Aide III: Administrative Division-Personnel Section

• To provide administrative support in the effective and efficient operations of the Personnel Section.

ACCOUNTANT I: (Finance Division)

 Under immediate supervision, maintains agency book 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

Administrative Assistant I: Curriculum & Learning Mgt. Division

• To assists the management and staff and provide administrative support in the effective and efficient operation of the CLM Division

JOB DESCRIPTION

Administrative Aide VI: Office of the Assistant Regional Director

• To provide administrative support in the effective and efficient operations of the Office of the Regional Director.