



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 302

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 |





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|----------------------------|-----------------------------|-------|---|---|
| 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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|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F005 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 1 of 1 |



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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 .

JOCELYN DR ANDAYA
Director IV

Encls.
As stated



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INCLOSURE to Regional Memorandum ORD -2024 _____, dated March 27, 2024

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-Proficient
Technical : Level 2-Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished

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:

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

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

Leadership: Level 2 -Proficient
Technical : Level 2- Proficient
Core Behavioral: Level 3-Highly Proficient
Cross-Cutting: Level 3-Highly Proficient

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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
Core Behavioral: Level 3- Highly Proficient
Cross Cutting: 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
TRAINING : none required
ELIGIBILITY: CS Sub-Professional/1st Level Eligibility

Additional Qualifications:

Knowledge in Computer Skills

Competency Requirements:

Core Behavioral: Level 1-Beginning
Cross-Cutting: Level 1-Beginning

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QUALIFICATION STANDARDS:

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
TRAINING: none required
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
ELIGIBILITY: CS Sub-Professional/1st Level Eligibility

Additional Qualifications:
Advance Computer Skills

Competency Requirements:

Core Behavioral: Level 1-Beginning
Cross-Cutting: Level 1-Beginning

INCLOSURE to Regional Memorandum ORD -2024 _____, dated March 27, 2024

QUALIFICATION STANDARDS:

Administrative Aide VI : Office of the Assistant Regional Director
(Clerk III)

Item No. : OSEC-DECSEB-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
TRAINING : none required
ELIGIBILITY: CS Sub-Professional/ 1st Level Eligibility
Additional Qualifications:
Advance Computer Skills

Competency Requirements:

Core Behavioral: Level 1-Beginning
Cross-Cutting: Level 1-Beginning

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JOB DESCRIPTION

Education Program Supervisor : 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

INCLOSURE to Regional Memorandum ORD -2024 _____, dated March 27, 2024

JOB DESCRIPTION

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

- To lead and manage 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

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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.