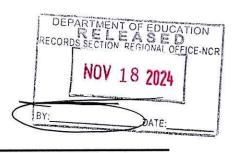


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

:

ORD-2024- 1205

TO : Schools Division Superintendents

DepEd-NCR-RO Officials & Employees

All Others Concerned

FROM :

The Office of the Director IV

SUBJECT

RE-OPENING OF APPLICATION FOR VACANT POSITIONS

DATE

November 11, 2024

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby reopen until November 29, 2024 @5:00 p.m.:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	OSEC-DECSB- CES-30003- 1998	24	1	Education Support Services Division
Accountant I	OSEC-DECSB- A1-30029-2015	12	1	Finance Division
Education Program Supervisor (Filipino)	OSEC-DECSB- 30166-2010	22	1	Curriculum & Learning Mgt. Div.

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) thru this link https://bit.ly/NCR-Recruitment-2024 (PDF format) or hard copies at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.







Address: 6 Misamis St., Bago Bantay, Quezon City

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







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- 4. 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.

Qualification Standards/Competency requirement Job Description





Address: 6 Misamis St., Bago Bantay, Quezon City Email address: ncr@deped.gov.ph

Website: depedncr.com.ph



INCLOSURE to Regional Memorandum ORD -2024 _____, dated October 22, 2024

QUALIFICATION STANDARDS:

Chief Education Supervisor: Education Support Services Division (ESSD)

Item No. :

OSEC-DECSB-CES-30003-1998;SG/24

EDUCATION:

Master's degree in Education or other

relevant Master's Degree

EXPERIENCE :

4 yrs relevant experience involving

Management & Supervision

TRAINING:

24 hours training in Mgt. & Supervision

ELIGIBILITY:

RA 1080 (Teacher)

Additional Qualifications:

Experience in project management & managing team with diverse

technical background

Proficient both in oral & written communication

Competency Requirements:

Leadership:

Level 4-Distinguish

Technical:

Level 4-Distinguish

Core Behavioral Level 4-Distinguished

Cross-Cutting

Level 4-Distingushed

Job Description:

*To provide strategic and technical inputs towards helping the Schools Divisions provide schools with conducive learning environment and ensure learner's readiness through the timely mobilization and equitable distribution of sufficient resources, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient implementation of sustainable special programs/projects and services.

* To lead and manage the work of the ESSD team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish a conducive learning environment and ensure learner readiness to learn.

Education Program Supervisor: Curriculum & Learning Mgt. Division

(CLMD-Filipino)

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-Distingushed

Job Description:

*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 development. localization and enrichment related programs & projects *To provide technical assistance to the Schools Divisions in curriculum implement-tation, instructional supervision and learning materials development and quality assurance.

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

Job Description:

Under immediate supervision, maintains the agency books 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.