



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-DECSEB-CES-30003-1998	24	1	Education Support Services Division
Accountant I	OSEC-DECSEB-A1-30029-2015	12	1	Finance Division
Education Program Supervisor (Filipino)	OSEC-DECSEB-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



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Certificate No. P19P QMS
24 03 0153

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-Distinguished

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-Distinguished

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 implementation, 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
TRAINING: none required
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.