

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM No. 1 3 2 3 s. 2024

:

TO

Schools Division Superintendents

DepEd-NCR-RO Officials & Employees

All Others Concerned

FROM

The Office of the Regional Director and OIC

Office of the Assistant Secretary

SUBJECT

RECRUITMENT ON VACANT POSITIONS IN THE

REGIONAL OFFICE

DATE

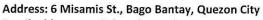
December 11, 2024

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 Specialist II	OSEC- DECSB- EPS2-30002- 1998	SG-16	1	Human Resource Development Division-NEAP R
Accountant II	OSEC- DECSB-A2- 30001- 1998;A2- 30030-2015	SG-16	2	Finance Division
Administrative Aide VI (Clerk III)	OSEC- DECSB- ADA6- 30105, 30110-2004	SG-6	2	Field Technical Assistance Division/Quality Assurance Division
Accountant I	OSEC- DECSB-A1- 30029-2015	SG-12	1	Finance Division







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





Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

- 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/Dec2024_NCR_Recruitment (pdf format) or in hard copies with proper tags/markers, for reference at the Personnel Section, this Region, not later than December 22, 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 assumes 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).
- 5. Enclosed is a copy of the Qualification Standards and job description , 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.

Regional Director NCR

Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations

Encls.
As stated





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



	Z	
	No.	
Education Program Specialist II	(Parenthetical Title, if applicable)	Position Title
OSEC-DECSB- EPS2-30002- 1998	Plantilla Item No.	
16	Job/ Pay Grade	Salary/
41,616	Monthly Salary	
Bachelo's degree 41,616 in Education or its equivalent	Education	
4 hours relevant training	Training	Qualif
2 years experience in education research, development, implementation or other relevant training	Experience	Qualification Standards
PBET/Teacher; CS Professsional/A ppropriate 2nd Level Eligibility	Eligibility	
	Competency (if applicable)	
Deped-NCR Regional Office	Competency Place of Assignment (if applicable)	

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Administrative Aide VI (Clerk III)	Accountant II	Accountant II	
OSEC-DECSB- ADA6- 30105;30110 - 2004	OSEC-DECSB- A2-30030-2015	OSEC-DECSB- A2-30001-1998	
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18,255	41,616	41,616	
Completion of two years studies None required in college	Bachelor's degree in Commerce/Busin ess Administration-major in Accounting	Bachelor's degree in Commerce/Busin ess Administration-major in Accounting	
ļ,	4 hours relevant training	4 hours relevant training	
None required	1 year relevant experience	1 year relevant experience	
Career Service Sub- Professional; First Level Eligibility	R.A. 1080 (CPA)	R.A. 1080 (CPA)	
Deped-NCR Regional Office	Deped-NCR Regional Office	Deped-NCR Regional Office	

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 December 22, 2024