



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 293

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 : March 20, 2024

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby reopen until April 19, 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-A1-30027;30028-2015 | 12 | 2 | Finance Division |

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) at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.

3. 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).

4. For queries, please contact Ms. Elsa Mariano, Administrative Officer V- Personnel Section at personnel.ncr@deped.gov.ph.



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5. For immediate dissemination .


JOCELYN DR ANDAYA
Director IV

Encls.:

Qualification Standard
Job Description



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

| | | | |
|----------------|-------------|------|--------|
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QUALIFICATION STANDARDS

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Competency |
|-----|--|-----------------------------------|---------------------------------|-------------------|---|--|--|-------------------|---|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | Chief Education Supervisor | OSEC-DECSB- CES-30003- 1998 | 24 | | Masters degree in Education or other relevant Master's degree | 24 hours of training in management and supervision | 4 years relevant experience involving management and supervision | RA 1080 (Teacher) | <p>1.Core behavioral- Professionalism & Ethics; Results Focus;Swift-Mgt.; Teamwork; Service Orientation;Innovation -level</p> <p>4 2.Cross-Cutting- Adaptability & Resilience;Implementing Health Policies & Regulations;Aligning Individual & Organizational Plans;Collaborating Effectively with Government Agencies & Prostate Sector; Policy Drafting Interpretation and Implementation - Level 4</p> |

| | | | | | | | | | |
|---|--------------|---------------------------------|----|-------|--|---------------|---------------|---------------------------------|---|
| | | | | | <p>Bachelor's degree in Commerce/Business Administration major in Accounting</p> | None required | None required | <p>RA 1080 (CPA Board Exam)</p> | <p>1. Core Behavioral- Professionalism & Ethics; Self-Mgt; Results Focus Level 2 2. Technical- Information technology Acumen; Data & Statistics Analytics; Macroeconomics Analysis; Analysis of Research Data; Cyber Risk Mgt. Data Analytic System Design; Data Strategy Level 2</p> |
| 2 | Accountant I | OSEC-DECSB-A1-30027; 30028-2015 | 12 | 29165 | ness | None required | None required | | |

INCLOSURE TO REGIONAL MEMORANDUM _____, S. 2023
Recruitment of Vacant Positions in the Regional Office

JOB DESCRIPTION:

**CHIEF EDUCATION SUPERVISOR-Education Support Services
Division (ESSD)**

- 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 ESSD team that will help ensure that Schools Divisions have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish a conducive learning environment and ensure learners readiness to learn

Accountant I, Finance Division

- 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.