



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 1323 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



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





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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 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 Principle (EEOPI).
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.

JOCELYN DR ANDAYA
Regional Director NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encls.
As stated



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

2	Accountant II	OSEC-DECSB-A2-30001-1998	16	41,616	Bachelor's degree in Commerce/Business Administration-major in Accounting	4 hours relevant training	1 year relevant experience	R.A. 1080 (CPA)	Deped-NCR Regional Office
3	Accountant II	OSEC-DECSB-A2-30030-2015	16	41,616	Bachelor's degree in Commerce/Business Administration-major in Accounting	4 hours relevant training	1 year relevant experience	R.A. 1080 (CPA)	Deped-NCR Regional Office
4	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-30105;30110 - 2004	6	18,255	Completion of two years studies in college	None required	None required	Career Service Sub-Professional; First Level Eligibility	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