MEMORANDUM TO:
Chairman, HRMPB, DepED NCR

RECRUITMENT ON VACANT POSITIONS IN DEPED NCR

Please see attached Memorandum from Dr. Carlito D. Rocafort, Director, Office of the Schools Division Superintendent.

As the Chairman of the HRMPB, it is imperative that the widest dissemination of this memorandum be made to all concerned.

Immediate and wide dissemination is highly enjoined.

Sincerely yours,

Sheryl T. Cayola
Education Program Supervisor
Office-In-Charge, Bureau of Elementary Education

February 10, 2020

Released

February 6, 2020

[Signature]
REGIONAL MEMORANDUM
No. NCR 47, s. 2020

TO : Schools Division Superintendents
    DepEd-NCR RO Officials & Employees
    All Others Concerned

FROM : The Chairman
       Regional HRMPSB

SUBJECT : RECRUITMENT ON VACANT POSITIONS IN THE REGION

DATE : January 23, 2020

1. This Office announces the existence of the following vacancies:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SALARY GRADE</th>
<th>NO. OF VACANCIES</th>
<th>PLACE OF ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Program Supervisor</td>
<td>SG-22</td>
<td>1</td>
<td>Field Technical Assistance Division</td>
</tr>
<tr>
<td>Chief Education Program Supervisor</td>
<td>SG-24</td>
<td>1</td>
<td>Quality Assurance Division</td>
</tr>
<tr>
<td>Medical Officer IV</td>
<td>SG-23</td>
<td>1</td>
<td>Education Support Services Division – Health &amp; Nutrition Section</td>
</tr>
<tr>
<td>Administrative Officer II (HRMO I)</td>
<td>SG-11</td>
<td>2</td>
<td>Admin. Division – Personnel Section</td>
</tr>
<tr>
<td>Admin. Aide VI</td>
<td>SG-6</td>
<td>1</td>
<td>Admin. Division</td>
</tr>
</tbody>
</table>

2. In this connection, interested and qualified applicants should submit application letter, together with the following documents for ranking purposes (DO 66, s. 2007), c/o Personnel Section, this Region, not later than February 17, 2020:

a. Duly accomplished Form 212 (Personal Data Sheet)
b. Performance Ratings (last 3 rating periods prior to screening)
c. Updated Service Records
d. Outstanding Accomplishments:
  - Outstanding Employee Award
  - Innovation
  - Research & Development Project/s
  - Publication / Authorship
  - Consultant/Resource Speaker in Trainings/Seminars

e. Official Transcript of Records

f. PRC License/Eligibility

g. Certificates of relevant seminars/trainings attended
   (conducted for at least 3-days not credited during last promotion)

h. Specialized Training e.g. scholarship programs/short courses/study grants

3. The above-mentioned documents in items d, g and h of the second paragraph should those acquired within the last five (5) years and after the last promotion. Documents submitted during the last promotion cannot be considered.

4. It is further clarified that accomplishments under Innovation, Research and Development Projects, Consultancy/Speakership and attendance to trainings/seminars should have been with the prior approval of the head of office/immediate supervisor. Likewise, Publication/Authorship should be with accompanying certification from the publisher.

5. All documents should be placed in clear sheets to facilitate evaluation.

6. Enclosed is a copy of the Qualification Standards for the positions.
   For information and guidance.

   [Signature]
   CARLITO D. ROCAFORT
   Director III
   Chairman, HRMPSB

NOTED:

MALCOLM S. GARMA
Director IV

Ends.: Qualification Standards
QUALIFICATION STANDARD: (Inclosure to Memorandum No. dated January 23, 2020)

EDUCATION PROGRAM SUPERVISOR: SG-22 (Field Technical Assistance Division)

EDUCATION: Master's degree in Education or other area of specialization
EXPERIENCE: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
TRAINING: 8 hours of relevant trainings
ELIGIBILITY: R.A. 1080 (Teacher)
Additional Qualifications:
  At least 1 year relevant experience in planning and research
  Must be a computer literate (MS Word/Excel/Power Point)

CHIEF EDUCATION SUPERVISOR: SG-24 (Quality Assurance Division)

EDUCATION: Master's degree or Certificate in Leadership & Mgt. from CSC
EXPERIENCE: 4 years supervisory/management experience
TRAINING: 40 hours of supervisory/management learning & development intervention undertaken within the last 5 years
ELIGIBILITY: 2nd Level Eligibility
Additional Qualifications:
  At least 24 hours training in M & E/Evaluation

MEDICAL OFFICER IV: SG-23 (Educ. Support Services Div.-Health & Nutrition Unit)

EDUCATION: Doctor of Medicine
EXPERIENCE: 1 year relevant experience
TRAINING: 4 hours of relevant trainings
ELIGIBILITY: R.A. 1080 (M.D.)
QUALIFICATION STANDARD: (Inclosure to Memorandum No. dated January 23, 2020)

ADMINISTRATIVE OFFICER II: (HRMO I)

EDUCATION : Bachelor’s degree relevant to the job
EXPERIENCE : none required
TRAINING : none required
ELIGIBILITY : CS-Professional/2nd Level Eligibility
Additional Qualification
Must be a computer literate (MS Word/Excel)
At least 1 year relevant experience.

ADMINISTRATIVE AIDE VI:

EDUCATION : Completion of two (2) year studies in college
EXPERIENCE : none
TRAINING : none
ELIGIBILITY : CS-Sub Professional
Additional Qualification
Must be a computer literate (MS Word/Excel/Power Point)