



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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February 6, 2020

MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned


SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED
FEB 10 2020
Date: _____ Time: _____
By: 

RECRUITMENT ON VACANT POSITIONS IN DEPED-NCR

Please see attached **Memorandum from DR. CARLITO D. ROCAFORT**, Director III/Chairman, HRMPSB, DepEd-National Capital Region, on the subject **RECRUITMENT ON VACANT POSITIONS IN THE REGION**, contents of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Division Office
 National Capital Region
 Schools Division Office
 Date: _____
 Time: _____
 DNCR-F-ORD-033/RO/01112019

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

SCHOOLS DIVISION OFFICE
 Marikina City
 RECORDS UNIT

RECEIVED

FEB 04 2020 Time: 10:25
ISS-20-0118 By:

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

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

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



A legacy as rich as excellence!

Misamis St, Bago Bantay, Quezon City
 Tel. Nos.: 920-5824; 926-2213 loc. 801
 Email Address: ncr@deped.gov.ph
 Website: <http://www.deped.gov.ph/regions/ncr/>

DIVISION OF CITY SCHOOLS
 MARIKINA

RECEIVED
 05 FEB 2020
 HRMO

ISO 9001:2015
 Certificate No. PHL 190908




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Department of Education
NATIONAL CAPITAL REGION

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- 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.


CARLITO D. ROCAFORT
Director III
Chairman, HRMPSB

NOTED:


MALCOLM S. GARMA
Director IV

Encls.: Qualification Standards



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**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)