MEMORANDUM TO:

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

RECRUITMENT ON VACANT POSITIONS IN THE REGION

Please see attached Memorandum from DR. CARLITO D. ROCAFORT, Director III/Chairman, HRMPSB, DepEd-NCR, 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
REGIONAL MEMORANDUM
No. NCR 181 s, 2019

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: October 11, 2019

1. Please be informed that this Office is in need of the following positions:

<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>3</td>
<td>Quality Assurance Division</td>
</tr>
<tr>
<td>Education Program Specialist II</td>
<td>SG-16</td>
<td>1</td>
<td>Human Resource Development Division</td>
</tr>
<tr>
<td>Statistician I</td>
<td>SG-11</td>
<td>1</td>
<td>Policy, Planning &amp; Research Division</td>
</tr>
<tr>
<td>Admin. Officer II</td>
<td>SG-11</td>
<td>1</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Admin. Aide VI</td>
<td>SG-6</td>
<td>1</td>
<td>Admin. Division</td>
</tr>
<tr>
<td>Admin. Aide III</td>
<td>SG-3</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 the Personnel Section, this Region, not later than October 24, 2019:
   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 be taken within five (5) years and after the last promotion.

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.

For information and guidance.

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

NOTED:

MALCOLM S. GARMA
Director IV

Encls.:
Qualification Standards
QUALIFICATION STANDARD: (Inclosure to Memorandum No. dated October 11, 2019)

EDUCATION PROGRAM SUPERVISOR: SG-22 (Quality Assurance Division)

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>Master's degree in Education or other area of specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE</td>
<td>2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher</td>
</tr>
<tr>
<td>TRAINING</td>
<td>8 hours of relevant trainings</td>
</tr>
<tr>
<td>ELIGIBILITY</td>
<td>R.A. 1080 (Teacher)</td>
</tr>
</tbody>
</table>

Additional Qualifications:
- At least 1 year relevant experience in evaluation and research
- Must be a computer literate (MS Word/Excel/Power Point)

EDUCATION PROGRAM SPECIALIST II: SG-16 (Human Resource Development Division)

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>Bachelors degree in Education or its equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE</td>
<td>2 years experience in education, research, development, implementation or other relevant experience</td>
</tr>
<tr>
<td>TRAINING</td>
<td>4 hours relevant training</td>
</tr>
<tr>
<td>ELIGIBILITY</td>
<td>Teacher; Career Service-Prof., appropriate eligibility For 2nd Level positions</td>
</tr>
</tbody>
</table>

Additional Qualifications:
- At least 1 year relevant experience in training & development and other related HR services.
- ICT literate, word, data processing, spreadsheet & presentation software, internet.

STATISTICIAN I: SG-11 (Policy, Planning & Research Division)

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>Bachelors degree relevant to the job</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE</td>
<td>none required</td>
</tr>
<tr>
<td>TRAINING</td>
<td>none required</td>
</tr>
<tr>
<td>ELIGIBILITY</td>
<td>Career Service Professional; Second Level Eligibility</td>
</tr>
</tbody>
</table>

Additional Qualifications:
- At least 1 year relevant experience
- Must be a computer literate (MS Word/Excel/Power Point)

ADMINISTRATIVE OFFICER II: (Budget Officer I)

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>Bachelor's degree relevant to the job</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE</td>
<td>none required</td>
</tr>
<tr>
<td>TRAINING</td>
<td>none required</td>
</tr>
<tr>
<td>ELIGIBILITY</td>
<td>CS-Professional/2nd Level Eligibility</td>
</tr>
</tbody>
</table>

Additional Qualification
- Must be a computer literate (MS Word/Excel)
- At least 1 year relevant experience in accounting/budget
QUALIFICATION STANDARD: (Inclosure to Memorandum No. dated October 11, 2019)

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)

ADMINISTRATIVE AIDE III:

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)