



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

September 28, 2023

DIVISION MEMORANDUM
No. 567, S. 2023

TO : HRMPSB Chairman and Members
 Chief Education Supervisors
 EPSs, PSDs and School Heads
 Interested Applicants
 All others Concerned

**ANNOUNCEMENT ON RECRUITMENT AND SELECTION OF APPLICANTS FOR
 NON-TEACHING VACANT POSITIONS**

1. The Schools Division of Tacloban City hereby announces the conduct of the Division Assessment and Evaluation for the Recruitment and Selection of Applicants for Teaching, Related-Teaching and Non-Teaching Vacant Positions. In its recruitment and selection, this Division adheres to the principle of *Equal Employment Opportunity accorded to all who qualified to enter government service regardless of gender, civil status, disability, religion, ethnicity or political affiliation.*
2. Document evaluation shall be in accordance with DepEd Order No. 7, s.2023 entitled **GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION.**
3. The following are the vacant positions and the Qualification Standards:

Position Title	No. of Vacant Position	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
ELEMENTARY									
Administrative Officer II	1	AOII-ADOF2-540083-2020	11	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (2 nd Level Eligibility)	Elementary School
Project Development Officer I	6	OSEC-DECSB-PDO1-540084-2023	11	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (2 nd Level Eligibility)	Elementary or Junior High School
		OSEC-DECSB-PDO1-540085-2023							
		OSEC-DECSB-PDO1-540086-2023							
		OSEC-DECSB-PDO1-540087-2023							
		OSEC-DECSB-PDO1-540088-2023							
		OSEC-DECSB-PDO1-540089-2023							





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4. The Criteria and Point System for Evaluative Assessment for Non-Teaching positions are as follows:

Criteria	Breakdown of Points
	SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI, Work Sample Test)	20
TOTAL	100

5. Interested applicants must submit their Letter of Intent (LOI) addressed to JUDELLA RUIZ-LUMPAS, EdD, CESO VI, Schools Division Superintendent, Schools Division of Tacloban City through hrmosdotac@deped.gov.ph carbon copy (cc) macapugasmar@gmail.com on or before the midnight of October 6, 2023 (Friday).
6. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing on or before October 10, 2023, (Tuesday) to the HR Office.
- Checklist of Requirements with Omnibus Sworn Statement (*see Enclosure 1*);
 - Letter of Intent addressed to the Head of Office;
 - Duly accomplished Personal Data Sheet (PDS) (CSC Form 212, Revised 2017) and Work experience sheet, if applicable;
 - Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
 - Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - Photocopy of latest appointment, if applicable;
 - Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of the submission, if applicable;
 - Omnibus Sworn Statement; and
 - Other documents as may be required.
7. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides the online submission of electronic copies of the above enumerated application documents at e-mail address: hrmosdotac@deped.gov.ph may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
8. Applicants who failed to submit mandatory documentary requirements beyond October 10, 2023 shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However,






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- failure to submit the non-mandatory documentary requirement shall not warrant exclusion from the pool of official applicants.
9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement, duly signed by the applicant and notarized. Any false and fraudulent document submitted shall be grounds for disqualification.
 10. Written examination, skills test and interview for qualified applicants for the aforementioned vacant position shall be announced in a separate memorandum.
 11. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening or interview.
 12. All expenses incurred in the conduct of all enumerated activities shall be charged against Local Funds/Division MOOE subject to the usual accounting and auditing rules.
 13. For your information and guidance.


JUDELLA RUIZ-LUMPAS, EdD, CESO VI
Schools Division Superintendent



RELEASED

Date: 9/28/18
Time: 10:20 AM
Signature: 





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Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant Check (if submitted))	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check (if complied))	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant


Subscribed and sworn to before me this ____ day of _____, year ____.

_____
Person Administering Oath



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Duties and Responsibilities of Project Development Officer I

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
Position Title	Project Development Officer I	Salary Grade	11
Parenthetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
Positions Supervised	None	Page/s	
JOB SUMMARY			
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

Job Description - Ver. 2

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	<ol style="list-style-type: none"> Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines Consolidate the programs, projects, and activities to be conducted on a School-based Calendar Coordinate with concerned School personnel for the required support, resources, and documentary requirements Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities Prepare and submit relevant reports Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	<ol style="list-style-type: none"> Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities Assist in mobilizing the support of the School community and other stakeholders in implementing the programs Prepare communications and correspondence to the concerned School stakeholders
Advocacy	<ol style="list-style-type: none"> Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	<ol style="list-style-type: none"> As may be assigned by the Supervisor

