



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 17 2022

MEMORANDUM

RECRUITMENT ON VACANT POSITIONS IN THE REGIONAL OFFICE PROPER

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum No. NCR 126 s. 2022, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

RECRUITMENT VACANT

MMP/NAV/DM – RECRUITMENT ON VACANT POSITIONS IN THE REGION
100 / MARCH 16, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
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03/0039



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR

RELEASED

By:  Date: **MAR 11 2022**

DNCR-F-ORD-033/RO/01112019

MEMORANDUM

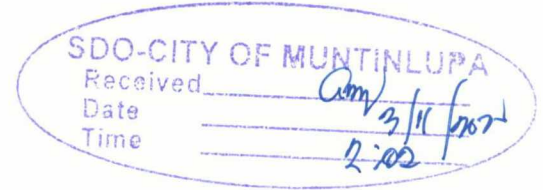
No. NCR **126** s. 2022

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

FROM : The Chairman
Regional HRMP SB

SUBJECT : RECRUITMENT ON VACANT POSITIONS IN THE
REGIONAL OFFICE PROPER

DATE : March 8, 2022



1. The Field is hereby informed of the following vacant positions in this office:

POSITION	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Education Program Supervisor	22	1	Regional Office
Education Program Specialist II	16	1	Human Resource Development Division
Administrative Assistant I	7	1	Curriculum & Learning Mgt Division
Accountant I	12	1	Finance Division
Attorney III	21	1	ORD-Legal Unit

2. In this connection, interested and qualified applicants should submit application letter, together with the following documents for evaluation purposes (DO 66, s. 2007), c/o the Personnel Section, this Region, not later than March 18, 2022:

- Duly accomplished Form 212 (Personal Data Sheet)
- Performance Ratings (last 3 rating periods prior to screening)
- Updated Service Records



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/>



03/11/2022



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DNCR-F-ORD-033/RO/01112019

- 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
- i. Omnibus Certification/Waiver pursuant to the Data Privacy Act

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. Also, all documents in folder should be arranged according to the criteria .(a-i)

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. It is also informed that the Recruitment Process of this Office adheres to Equal Opportunity Principle (EOP) regardless of age, gender, preference, civil status, disability, religion, ethnicity or political affiliation

5. For information and guidance.


ARNULFO M. BALANE
Director III
Chairman , HRMPSE

Noted:


WILFREDO E. CABRAL
Regional Director, DepEd-NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development



INCLOSURE to Regional Memorandum No. NCR _____, s. 2022 dated March 8, 2022

QUALIFICATION STANDARDS:

Education Program Supervisor : SG- 22

EDUCATION : Masters degree in Education or other relevant
Masters Degree with specific 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 : RA 1080 (Teacher)

Additional Qualifications:

- * At least 1 year relevant experience in Evaluation or Research
- * 24 hours relevant training in M&E/ Evaluation
- * Must be a computer literate

Education Program Specialist II : SG- 16

EDUCATION : Bachelors degree in Education or its equivalent
EXPERIENCE : 2 years experience in education research, development,
Implementation or other relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : PBET;Teacher, Career Service Professional,
Appropriate eligibility for 2nd Level Position

Additional Qualifications:

at least 1 year relevant experience in Training and Development and other related HR services.
ICT literate: word, data processing, spreadsheet and presentation software, use of the internet

Accountant I: SG 12

EDUCATION: Bachelor's degree in Commerce/Business Administration,
major in Accounting
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: R.A. 1080 (CPA)

Additional Qualifications:

Must be a computer literate preferably mastery in excel



Administrative Assistant I : SG-7

EDUCATION: Completion of two years studies in college or High School
Graduate with relevant vocational/trade course
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: Career Service Sub-Professional/First Level Eligibility

Additional Qualifications:

2 years' relevant experience Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet

Attorney III SG-21

EDUCATION: Bachelor of Laws
EXPERIENCE: 1 year relevant experience
TRAINING: 4 hours relevant training
ELIGIBILITY: R.A. 1080 (BAR)

Additional Qualifications:

- Excellent written and verbal communication
- Basic knowledge in computer operations such as Microsoft Office, Excel, Power Point, Use of Internet
- MCLE Compliant

