



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

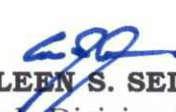
JUN 07 2022

MEMORANDUM

RECRUITMENT ON VACANT POSITIONS IN THE REGION

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 2022 286 dated May 23, 2022, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Interested and qualified applicants should submit the documents mentioned in second paragraph.
2. Immediate and wide dissemination of this memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

RECRUITMENT VACANCY

MMP/NAV/DM – RECRUITMENT ON VACANT POSITIONS IN THE REGION
186 / JUNE 3, 2022

DRAFT



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASED

By: _____ Date: 5-27-22

MEMORANDUM

No. NCR 2022 286

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 : May 23, 2022

SDO-CITY OF MANTINLUPA
Received _____
Date 5-27-22
Time 3:40 PM

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

POSITION	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	SG-24	1	Human Resource Development Division (HRDD)
Administrative Officer II	SG-11	1	Policy, Planning & Research Division (PPRD)
Administrative Aide VI	SG-6	2	Office of the Regional Director and Assistant Regional Director
Accountant II	SG-16	1	Finance Division
Accountant I	SG-12	1	Finance Division
Administrative Aide III	SG-3	1	Administrative Division

2. In this connection, interested and qualified applicants should submit application letter, together with the following documents (in chronological order) for evaluation purposes (DO 66, s. 2007), c/o the Personnel Section, this Region, not later than June 8, 2022:

a. Duly accomplished Form 212 (Personal Data Sheet)





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- b. Performance Ratings (last 3 rating periods prior to screening)
 - c. Duly accomplished Form 212 (Personal Data Sheet)
 - d. Performance Ratings (last 3 rating periods prior to screening)
 - e. Updated Service Records
 - f. Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovation
 - Research & Development Project/s
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars
 - g. Official Transcript of Records
 - h. PRC License/Eligibility
 - i. Certificates of relevant seminars/trainings attended (conducted for at least 3-days not credited during last promotion)
 - j. Specialized Training e.g. scholarship programs/short courses/study grants
 - k. 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.

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 II
Chairman, HRMPSB

Noted:


WILFREDO E. CABRAL

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





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INCLOSURE to Regional Memorandum No. NCR _____, s. 2022 dated May 23, 2022

QUALIFICATION STANDARDS:

Chief Education Supervisor : Human Resource Development Division

Item No. : OSEC-DECSB-CES-30020-2015/SG-24

EDUCATION : Master's degree or Certificate in Leadership & Management from CSC

EXPERIENCE : 4 years of supervisory/management experience

TRAINING : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years

ELIGIBILITY : CS Professional/2nd Level Eligibility

Competency Requirements:

Leadership: Level 2-Profficient

Technical : Level 4-Distinguished

Core Behavioral Level 4-Distinguished

Cross-Cutting Level 4-Distinguished

Please see attached competency Table

Administrative Officer II: Policy, Planning & Research Division

Item No.: OSEC-DECSB-ADOF2-30057-2004/SG-11

EDUCATION: Bachelor's degree

EXPERIENCE: 1 year relevant experience

TRAINING: 4 hours relevant training

ELIGIBILITY: Career Service Professional
Second Level Eligibility

Preferred Qualifications:

At least 1 year relevant experience

Advance computer skills

ACCOUNTANT II: (Finance Division)

Item No.: OSEC-DECSB-A2-30030-2015/SG-16

EDUCATION: Bachelor's degree in Commerce/Business Administration, major in Accounting

EXPERIENCE: 1 year relevant experience

TRAINING: 4 hours relevant training

ELIGIBILITY: R.A. 1080 (CPA)





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Additional Qualifications:

Must be a computer literate preferably mastery in excel

ACCOUNTANT I: (Finance Division)

Item No.: OSEC-DECSB-A1-30027-2015/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 Aide VI-Clerk III: (Office of the Regional Director)

Item Nos.: OSEC-DECSB-ADA6-30107-2004/SG-6
OSEC-DECSB-ADA6-30110-2004/SG-6
EDUCATION: Completion of two-years studies in college
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: CS-Subprofessional; First level Eligibility

Additional Qualifications:

Advance knowledge in computer operation such as
Microsoft Office, Excel, Power Point, use of internet

Administrative Aide III-Clerk I: (Administrative Division)

Item No.: OSEC-DECSB-ADA3-30233-2004/SG-6
EDUCATION: Completion of two-years studies in college
or HS Graduate with relevant vocational
trade course
EXPERIENCE: none required





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TRAINING: none required
ELIGIBILITY: CS-Subprofessional; First level Eligibility

Additional Qualifications:

Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of internet



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



HUMAN RESOURCE DEVELOPMENT DIVISION

Office	Human Resource Development Division	Competency	Leadership
Position	Chief Education Supervisor	Salary Grade	24

Leadership	Level 1 Beginning	Level 2 Proficient	Level 3 Highly Proficient	Level 4 Distinguished
Building Collaborative and Inclusive Relationship	Monitors partnership arrangements to ensure that the objectives of the partnership remain on target.	Gathers and responds to feedback from members, partners or other stakeholders on what is working, what needs are unmet, and how to resolve specific problems.	Maintains positive and productive working relationships with the team, partners or other stakeholders, despite differences in ideas or their attributes, or complexities.	Sets the climate as well as standards, policies and guidelines for collaboration with team, partners or other stakeholders, across government and relevant sectors to achieve strategic priorities and shared goals.
Leading Change	Alerts the unit to opportunities and threats relating to the organization.	Integrates other people's expectations and concerns with respect to the change process to build positive relationships with team members, stakeholders and clients.	Constructs strategies, plans and programs to anticipate and address changing priorities, emerging trends, challenges and opportunities.	Collaborates with management teams to position the organization in seizing opportunities, minimizing threats/risks, and effectively meeting future demands and evolving needs of stakeholders and clients.
Thinking Strategically and Creatively	Articulates to others the vision, mission, values, objectives and purposes of the	Communicates the alignment of the roles and performance commitment of the	Explains the linkages and interactions among various functional areas,	Aligns strategies and development plans to the national development agenda

HUMAN RESOURCE DEVELOPMENT DIVISION

	organization/ agency.	Division or Unit to Office targets based on the organization's vision, mission, values, objectives and purposes.	systems and processes of the organization/ agency, including the interface with clients, partners and other stakeholders.	and whole of government scenario.
Creating and Nurturing a high Performing Organization	Participates in organization planning to enable future directions while providing clarity for the present.	Communicates a direction that enables employees to understand the links to the agency's or organization's strategic directions.	Undertakes constructive and continuing dialogue on delivering results consistent with expectations, targets and quality standards.	Creates a shared sense of purpose by explaining how it contributes to work team goals, the organizational mandate and national priorities.

Office	Human Resource Development Division	Competency	Technical
Position	Chief Education Supervisor	Salary Grade	24

Technical	Level 1 Beginning	Level 2 Proficient	Level 3 Highly Proficient	Level 4 Distinguished
Development Planning	Interprets the organization's development plans to ensure alignment and implementation of programs and projects.	Implements DepEd directives and issuances on the priority development areas to ensure alignment with organizations' development goals.	Applies structured planning principles and tools such as Situation Analysis and SWOT to identify development priorities.	Collaborates with internal and external stakeholders to identify potential growth areas and areas of mutual cooperation and ensure development plans and programs are supported and implemented.

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Implementing Organizational Plans	Utilizes existing resources in accordance with set guidelines and standards.	Communicates with team members the organization's priorities and allocation of resources for the delivery of outputs.	Anticipates barriers that may hamper implementation of plans and programs, and secures help through the immediate superior.	Develops program or project within own area of responsibility to support the objectives and targets of the organization, utilizing existing structures, available resources and information.
Application of Research	Anticipates barriers that may hamper implementation of plans and programs, and secures help through the immediate superior.	Utilizes data reconstruction techniques, and data gathering tools to complete required data.	Utilizes data reconstruction techniques, and data gathering tools to complete required data.	Recommends how the research work performed can be utilized for policy development.
Organizing Continuity Planning	Identifies organization's continuity team composition, roles and responsibilities in consultation with relevant stakeholders.	Executes organization continuity plans in accordance with recovery strategies, business continuity strategies and frameworks.	Conducts independent reviews to assess the integration of individual unit's organization continuity plans across the organization.	Develops organization continuity strategies, policies and guidelines to ensure alignment of business continuity plans with organizational strategic objectives.
Managing Financial Transactions	Communicates updates and information on issuances, orders, COA and DBM circulars, to all stakeholders.	Implements processes on documentation, payments, and claims in accordance with oversight agency rules and regulations.	Resolves issues encountered during processing of financial transactions or escalates them as appropriate.	Develops system implementation, and operational, improvements, and updates to enhance processing of transactions.

HUMAN RESOURCE DEVELOPMENT DIVISION

Office	Human Resource Development Division	Competency	Core Behavioral
Position	Chief Education Supervisor	Salary Grade	24

Core Behavioral	Level 1 Beginning	Level 2 Proficient	Level 3 Highly Proficient	Level 4 Distinguished
Results Focus	Presents self in a pleasant manner and relates to others with honesty and fairness.	Perseveres and exhausts various options to overcome setbacks, failures and interpersonal conflicts.	Maintains composure and confident demeanor when put on the spot or when facing intimidating situation.	Promotes a culture of results orientation by advocating policies and processes that foster these principles.
Innovation	Displays openness as well as interest to new ideas and ways of doing work, adopting and embracing these in a positive manner.	Openly acknowledges and constructively challenges opposition to change.	Prioritizes actions effectively in order to respond to numerous, diverse challenges and demands.	Develops contingency plans in order not to be locked to a single course of action (planning and organizing).

HUMAN RESOURCE DEVELOPMENT DIVISION

Office	Human Resource Development Division	Competency	Cross-Cutting
Position	Chief Education Supervisor	Salary Grade	24

Cross-Cutting	Level 1 Beginning	Level 2 Proficient	Level 3 Highly Proficient	Level 4 Distinguished
Providing Technical Assistance	Outlines components in crafting the needs-based Technical Assistance (TA) plan.	Examines data necessary to address organization or client needs.	Analyzes Technical Assistance (TA) plans evaluation results using acceptable methodologies.	Produces a report with findings, conclusions and recommendations to improve the implemented plans and activities.

HUMAN RESOURCE DEVELOPMENT DIVISION

Office	Human Resource Development Division	Competency	Technical
Position	Education Program Specialist II	Salary Grade	16

Technical	Level 1 Beginning	Level 2 Proficient	Level 3 Highly Proficient	Level 4 Distinguished
Organizational Analysis	Lists findings and possible recommendations to relevant stakeholders for review and decision making.	Keeps abreast of best practices in managing systems and processes by subscribing to diverse learning channels and participating in peer discussion platforms to enhance own knowledge for workplace application.	Evaluates systems and processes in accordance with organizational policies to further enhance organizational systems and processes.	Manages systems and processes to meet organizational guidelines and policies by adhering to organizational code of conduct, values and ethics.

Office	Human Resource Development Division	Competency	Core Behavioral
Position	Education Program Specialist II	Salary Grade	16

Core Behavioral	Level 1 Beginning	Level 2 Proficient	Level 3 Highly Proficient	Level 4 Distinguished
Professionalism and Ethics	Follows prescribed guidelines set forth by the organization.	Maintains positive working relationships with co-workers by being objective and	Sets an example to others by adhering to internal policies set by the organization such as	Leads efforts that increase productivity and goal accomplishment