



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

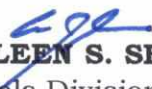
Office of the Schools Division
Superintendent

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 773 dated November 16, 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.


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 VACANT

MMP/NAV/DM – RECRUITMENT ON VACANT POSITIONS IN THE REGION
419 / NOVEMBER 29, 2022



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-F-ORD-035RO/01112019

MEMORANDUM
No. NCR 2022 773

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 : November 16, 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	SG-22	1	Education Support Services Division (ESSD)
Senior Education Program Specialist	SG-19	1	Human Resource Development Division-NEAP (HRDD-NEAP)
Nutritionist-Dietitian II	SG-15	1	ESSD-Health & Nutrition Section
Accountant I	SG-12	1	Finance Division
Administrative Aide VI	SG-6	1	Human Resource Development Division-NEAP (HRDD-NEAP)

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 December 2, 2022:

- Duly accomplished Form 212 (Personal Data Sheet), with Work Experience Sheet -2 copies
- Performance Ratings (last 3 rating periods prior to screening)

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


RITA E. RIDDLE

Schools Division Superintendent &
OIC, Office of the Assistant Regional Director
Chairman, HRMPSB

Noted:


WILFREDO E. CABRAL, CESO III
Regional Director



Competency Requirements:

Technical : Level 2-Proficient
Core Behavioral Level 3-Highly Proficient
Cross-Cutting Level 3- Highly Proficient
Please see attached competency Table

NUTRITIONIST DIETITIAN II: ESSD-Health & Nutrition Section

Item No.: OSEC-DECSB-ND2-30001-1998/SG-15
EDUCATION: Bachelor's degree major in Nutrition,
Dietetics or Community Nutrition
EXPERIENCE: 1 year relevant experience
TRAINING: 4 hours relevant training
ELIGIBILITY: R.A. 1080
Additional Qualifications:
Advance Computer Skills

Competency Requirements:

Technical : Level 2-Proficient
Core Behavioral Level 2-Proficient
Cross-Cutting Level 2-Proficient
Please see attached competency Table

ACCOUNTANT I: (Finance Division)

Item No.: OSEC-DECSB-A1-30029-2015/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:
Advance Computer Skills

Competency Requirements:

Technical : Level 2-Proficient
Core Behavioral Level 2-Proficient
Please see attached competency Table

INCLOSURE to Regional Memorandum No. NCR _____, s. 2022 dated Nov. 16, 2022

QUALIFICATION STANDARDS:

Education Program Supervisor : Education Support Services Division (ESSD)

Item No. : OSEC-DECSB-EPSVR-30162-201;SG/22
EDUCATION : Master's degree in Education or other relevant Master's Degree with specific Area of specialization
EXPERIENCE : 2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher
TRAINING : 8 hours relevant training
ELIGIBILITY: RA 1080 (Teacher)
Additional Qualifications:
Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Leadership: Level 2-Proficient
Technical : Level 3-Highly Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished
Please see attached competency Table

Senior Education Program Specialist: Human Resource Development Division-NEAP (HRDD-NEAP)

Item No.: OSEC-DECSB-SREPS-30001-2020;SG/19
EDUCATION: Bachelor's degree in Education or its equivalent and completion of academic requirement's for Master's Degree relevant to the job
EXPERIENCE: 2 years experience in education research, development, implementation or other relevant experience
TRAINING: 8 hours relevant training
ELIGIBILITY: PBET, Teacher, Career Service Professional & Second Level Eligibility
Preferred Qualifications:
At least 1 year relevant experience in training & development
Advance computer skills

Administrative Aide VI-Clerk III: Human Resource Development
Division-NEAP (HRDD-NEAP)

Item Nos.: OSEC-DECSB-ADA6-30101-2004/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

Competency Requirements:

Technical : Level 1-Beginning
Core Behavioral Level 1-Beginning
Cross-Cutting Level 1-Beginning
Please see attached competency Table