



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent


APR 15 2024

MEMORANDUM

RE-OPENING OF APPLICATION FOR VACANT POSITIONS

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Education Program Supervisor, SGOD  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. Attached is the Regional Memorandum ORD-2024-293 from The Office of the Director IV dated March 20, 2024, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All interested and qualified applicants may submit the requirements at the Personnel Section of the DepEd Regional Office.
3. Immediate and wide dissemination of this Memorandum is desired.

  
EVANGELINE P. LADINES CESO V  
Schools Division Superintendent

Enclosure: As stated

Reference: None

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

VACANT POSITIONS APPLICATION

MMP/NAV/DM – RE-OPENING OF APPLICATION FOR VACANT POSITIONS  
123 / April 3, 2024

UN-2024-123



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
(02) 8805 - 9935, (02) 8805 - 9940  
sdo.muntinlupa@gmail.com



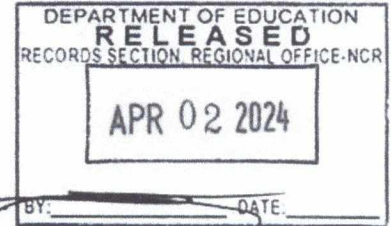
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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 293

**SDO-CITY OF MUNTINLUPA**  
 Received: Joey J. Rendon  
 Date: 04/3/24  
 Time: 9:22 am

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

**FROM :** The Office of the Director IV

**SUBJECT :** **RE-OPENING OF APPLICATION FOR VACANT POSITIONS**

**DATE :** March 20, 2024

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby reopen until April 19, 2024 @5:00 p.m.:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	OSEC-DECSB-CES-30003-1998	24	1	Education Support Services Division
Accountant I	OSEC-DECSB-A1-30027;30028-2015	12	2	Finance Division

2. In this connection, interested and qualified applicants should submit the complete required mandatory documentary requirements (see Annex C (DO 7, s. 2023) -List of Documentary Requirements) at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.

3. This Office welcomes all qualified applicants whether internal or external to Deped, regardless of age, sexual orientation/gender identity expressions, civil status, religion, disability, ethnicity and any political affiliation and upholds the value of equality and diversity in all aspects of recruitment and adopts the Equal Employment Opportunity Principal (EEOP).

4. For queries, please contact Ms. Elsa Mariano, Administrative Officer V- Personnel Section at [personnel.ncr@deped.gov.ph](mailto:personnel.ncr@deped.gov.ph).



Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

5. For immediate dissemination .

  
**JOCELYN DR ANDAYA**  
Director IV

Encls.:

Qualification Standard  
Job Description

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



**QUALIFICATION STANDARDS**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency
1	Chief Education Supervisor	OSEC-DECSB- CES-30003- 1998	24		Masters degree in Education or other relevant Master's degree	24 hours of training in management and supervision	4 years relevant experience involving management and supervision	RA 1080 (Teacher)	<p><b>1.Core behavioral-</b> Professionalism &amp; Ethics; Results Focus;Swlf-Mgt.; Teamwork; Service Orientation;Innovation -level 4</p> <p><b>2.Cross-Cutting-</b> Adaptability &amp; Resilience;Implementing Health Policies &amp; Regulations;Aligning Individual &amp; Organizational Plans;Collaborating Effectively with Government Agencies &amp; Provate Sector; Policy Drafting Interpretation and Implementation- Level 4</p>

2	Accountant I	OSEC-DECSB-A1-30027; 30028-2015	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA Board Exam)	<p>1. Core Behavioral- Professionalism &amp; Ethics; Self-Mgt;Results Focus <i>Level 2</i></p> <p>2. Technical- Information technology Acumen;Data &amp; Statistics Analytics;Macroeconomics Analysis; Analysis of Rsearch Data;Cyber Risk Mgt.Data Anlytic System Design; Data Strategy <i>Level 2</i></p>
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**INCLOSURE TO REGIONAL MEMORANDUM \_\_\_\_\_, S. 2023**  
**Recruitment of Vacant Positions in the Regional Office**

**JOB DESCRIPTION:**

**CHIEF EDUCATION SUPERVISOR-Education Support Services  
Division (ESSD)**

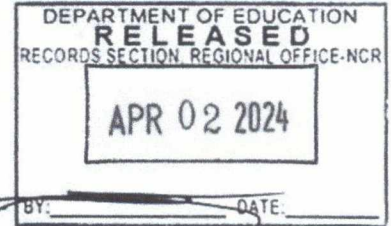
- To provide strategic and technical inputs towards helping the Schools Divisions provide schools with conducive learning environment and ensure learner's readiness through the timely mobilization and equitable distribution of sufficient resources, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient implementation of sustainable special programs/projects and services.
- To lead and manage the work of ESSD team that will help ensure that Schools Divisions have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish a conducive learning environment and ensure learners readiness to learn

**Accountant I, Finance Division**

- Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.



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Republic of the Philippines  
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5. For immediate dissemination .

  
**JOCELYN DR ANDAYA**  
Director IV

Encls.:

Qualification Standard  
Job Description

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**DepED**



Misamis St., Bago - Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

**QUALIFICATION STANDARDS**

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