



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

NOV 25 2024

**MEMORANDUM**

No. 335, s. 2024

**RE-OPENING OF APPLICATION FOR VACANT POSITIONS  
IN THE DEPED NCR REGIONAL OFFICE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. Attached is the **Regional Memorandum No. ORD-2024-1205** with the subject, **Re-Opening of Application for Vacant Positions**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

For :

**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

By :

  
**ADA TRINIDAD A. TAGLE**  
Public Schools District Supervisor  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: None.

To be indicated in the Perpetual of Index  
under the following subjects:

APPLICATION          RECRUITMENT

AMF/RE-OPENING OF APPLICATION FOR VACANT POSITIONS IN THE DEPED NCR REGIONAL OFFICE  
335/November 25, 2024

NUM-2024-335

PERSONNEL UNIT / HRMO

Received: Wendy

Date: 11/22/24

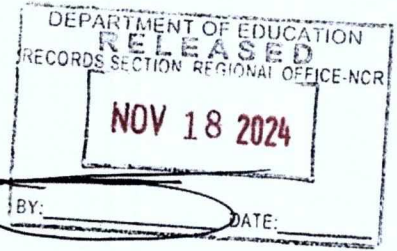
Time: 08:25



Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 1205

Received:

EVELYN N. DINGAL  
Administrative Officer II  
SDO Muntinlupa

11-19-24  
10:00

**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 :** November 11, 2024

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby reopen until November 29, 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-A1-30029-2015  | 12           | 1                | Finance Division                    |
| Education Program Supervisor (Filipino) | OSEC-DECSB-30166-2010     | 22           | 1                | Curriculum & Learning Mgt. Div.     |

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) thru this link <https://bit.ly/NCR-Recruitment-2024> (PDF format) or hard copies at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.



Address: 6 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)





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**Department of Education**  
NATIONAL CAPITAL REGION

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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).
5. For immediate dissemination .

**JOCELYN DR ANDAYA**  
Director IV

Encls.

Qualification Standards/Competency requirement  
Job Description

INCLOSURE to Regional Memorandum ORD -2024 \_\_\_\_\_, dated October 22, 2024

**QUALIFICATION STANDARDS:**

**Chief Education Supervisor:** Education Support Services Division (ESSD)

**Item No. :** OSEC-DECSB-CES-30003-1998;SG/24  
**EDUCATION :** Master's degree in Education or other relevant Master's Degree  
**EXPERIENCE :** 4 yrs relevant experience involving Management & Supervision  
**TRAINING :** 24 hours training in Mgt. & Supervision  
**ELIGIBILITY:** RA 1080 (Teacher)  
**Additional Qualifications:**  
Experience in project management & managing team with diverse technical background  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 4-Distinguish  
**Technical :** Level 4-Distinguish  
**Core Behavioral** Level 4-Distinguished  
**Cross-Cutting** Level 4-Distinguished

**Job Description:**

\*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 the ESSD team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish a conducive learning environment and ensure learner readiness to learn.

**Education Program Supervisor :** Curriculum & Learning Mgt. Division  
(CLMD-Filipino)

**Item No. :** OSEC-DECSB-EPSVR-30140-2010;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:**

|                        |                       |
|------------------------|-----------------------|
| <b>Leadership:</b>     | Level 2-Proficient    |
| <b>Technical :</b>     | Level 2-Proficient    |
| <b>Core Behavioral</b> | Level 4-Distinguished |
| <b>Cross-Cutting</b>   | Level 4-Distinguished |

**Job Description:**

- \*To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs & projects
- \*To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.

**ACCOUNTANT I: (Finance Division)**

|                     |                                                                            |
|---------------------|----------------------------------------------------------------------------|
| <b>Item No.:</b>    | OSEC-DECSB-A1-30029-2015/SG-12                                             |
| <b>EDUCATION:</b>   | Bachelor's degree in Commerce/Business Administration, major in Accounting |
| <b>EXPERIENCE:</b>  | none required                                                              |
| <b>TRAINING:</b>    | none required                                                              |
| <b>ELIGIBILITY:</b> | R.A. 1080 (CPA)                                                            |

**Additional Qualifications:**  
Advance Computer Skills

**Competency Requirements:**

|                        |                    |
|------------------------|--------------------|
| <b>Technical :</b>     | Level 2-Proficient |
| <b>Core Behavioral</b> | Level 2-Proficient |

**Job Description:**

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.