



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM

June 10, 2022

No. 372, s. 2022

PUBLICATION OF VACANT POSITIONS IN DEPED REGIONAL OFFICE XI – CHIEF EDUCATION SUPERVISOR (CLMD), CHIEF EDUCATION SUPERVISOR (HRDD), EDUCATION PROGRAM SUPERVISOR (HRDD), ADMINISTRATIVE OFFICER V (ASD-AMS), PROJECT DEVELOPMENT OFFICER II (ORD-PAU) AND ADMINISTRATIVE OFFICER I (ASD-CS)

To: ALL INTERESTED APPLICANTS

1. Herewith is the DepEd RO XI Regional Memorandum ASD-2022-017 re: publication of vacant positions in DepEd Regional Office XI – Chief Education Supervisor (Curriculum and Learning Management Division), Chief Education Supervisor (Human Resource Development Division), Education Program Supervisor (Human Resource Development Division), Administrative Officer V (Administrative Services Division – Asset Management Section), Project Development Officer II (Office of the Regional Director – Public Affairs Unit), and Administrative Officer I (Cashier I) (Administrative Services Division – Cash Section).
2. Enclosed also herewith are the Schedule of Recruitment and Selection Process and Request for Publication of Vacant Positions to CSC RO XI.
3. The DepEd Regional Office XI highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.
4. Immediate and wide dissemination of this memorandum is highly desired.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-86176
DATE: JUN 14 2022 TIME: 9:27 AM
BY:

BEVERLY S. DAUGDAUG
Chief – Curriculum Implementation Division
Officer-in-Charge



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City

RECORDS SECTION

RECEIVED 86171

DATE: 08 JUN 2022 TIME: 3:52 pm
BY: *[Signature]*

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2022-017

To : Assistant Regional Director
Schools Division Superintendents/OIC-SDSs
Regional Chiefs/Heads of Divisions/Sections/Units

Subject: PUBLICATION OF VACANT POSITIONS – CHIEF EDUCATION SUPERVISOR (CLMD), CHIEF EDUCATION SUPERVISOR (HRDD), EDUCATION PROGRAM SUPERVISOR (HRDD), ADMINISTRATIVE OFFICER V (ASD-AMS), PROJECT DEVELOPMENT OFFICER II (ORD-PAU) AND ADMINISTRATIVE OFFICER I (ASD-CS)

Date : June 03, 2022

Herewith is the publication of vacant positions in DepEd Regional Office XI – Chief Education Supervisor (Curriculum and Learning Management Division), Chief Education Supervisor (Human Resource Development Division), Education Program Supervisor (Human Resource Development Division), Administrative Officer V (Supplies Officer III) (Administrative Services Division – Asset Management Section), Project Development Officer II (Office of the Regional Director – Public Affairs Unit), and Administrative Officer I (Cashier I) (Administrative Services Division – Cash Section).

The DepEd Regional Office XI highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing, together with the pertinent documents scanned in PDF format and submit to the specified time and email address attached. Only those who submitted online shall be accommodated.

For immediate dissemination.

DEPARTMENT OF EDUCATION RO
RECORDS SECTION

RELEASED

ALLAN G. FARNAZO
Director IV *[Signature]*

Enclosed: As Stated.

ROA3/PS/ljtj



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure No. 1

Schedule of Recruitment and Selection Process

(Chief Education Supervisors, Education Program Supervisor, Administrative Officer V, Project Development Officer II and Administrative Officer I)

Activities	Schedule	In-Charge	Venue
1. Publication of vacant position	June 03-17, 2022	HRMO III	RO Bulletin and online modality
2. Submission of application documents via email	June 03-17, 2022	Personnel Section	personnel.region11@deped.gov.ph
3. Preliminary Screening by the HRMPSB	June 22, 2022	DepEd RO XI HRMPSB	via Google Meet
4. Orientation of Pre-Qualified Applicants	June 24, 2022	Selected Regional Chiefs, HRMO	via Google Meet
5. Conduct Background Investigation & Competency Assessment	June 22, 2022 to July 06, 2022	Personnel Section	
6. HRMPSB Deliberation/ Online Interview	June 30, 2022	HRMPSB	via Google Meet
7. Online Examination	June 30, 2022	HRMPSB	via Google Meet
8. HRMPSB final deliberation and preparation of Comparative Assessment Results (CAR)	July 07, 2022	HRMPSB Secretariat	
9. Conduct of Psychological Testing for the Top 5 Applicants	July 08-09, 2022	Outsourced Testing Center	
10. Submission of CAR to the Appointing Authority (Regional Director)	July 13, 2022	HRMPSB	Office of the Regional Director
11. Issuance of Appointments	July 15, 2022	HRMO III	Personnel Section
12. Posting of Issued Appointments	July 18, 2022	HRMO III	RO Bulletin and online modality



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure No. 2

Request for Publication of Vacant Positions to CSC RO XI



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

Electronic copy to be submitted to the CSC. FO must be in MS Excel format.

Republic of the Philippines
Department of Education RO XI
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education RO XI in the CSC website:

LEONIDES JIMMY T. JESURO, III

AO VI HRMO III

Date: June 02, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Job Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Chief Education Supervisor	OSEC-DECSB-CES- 750008-1998	24	Php83,410.00	Masters degree in Education or other relevant Masters degree	40 hours training in leadership and supervision	4 years of relevant experience in management and supervision	RA 1080 (Teacher)	CLMD
2	Chief Education Supervisor	OSEC-DECSB-CES- 750007-1998	24	Php88,410.00	Masters degree in Education or other relevant Masters degree	40 hours training in leadership and supervision	4 years of relevant experience in management and supervision	RA 1080 (Teacher)	HRDO
3	Education Program Supervisor	OSEC-DECSB- EPSVR-750007-2010	22	Php69,963.00	Masters degree in Education or other relevant Masters degree with specific areas of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher	RA 1080 (Teacher)	HRDO
4	Administrative Officer V (Supplies Officer III)	OSEC-DECSB- ADOFs-750003-2004	18	Php46,203.00	Bachelors degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service (Second Level Eligibility)	ASD-AMS
5	Project Development Officer II	OSEC-DECSB-POD2 750025-2014	15	Php35,097.00	Bachelors degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Second Level Eligibility)	ORD-PAU
6	Administrative Officer I (Cashier II)	OSEC-DECSB- ADOF1-750086-2014	10	Php22,180.00	Bachelors degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	ASD-CS

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing. Submit the PDF scanned application documents to personnel.region11@deped.gov.ph not later than June 17, 2022.

1. Letter of Intent/Application Letter (addressed to the Regional Director).
2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
3. Performance Evaluation Ratings (last 3 rating periods) (if applicable).
4. Photocopy of certificate of eligibility/retraining license.
5. Authenticated copy of Official Transcript of Records (with CAV issued by CHED).
6. Updated Service Record.
7. Certificate of Employment.
8. Certificate of training/seminar/workshops attended relevant to vacant position, recognition/appreciation within 5 years and not used in the latest promotion.
9. Latest Appointment (validated by CSC) (for Government Employees).
10. Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company).
11. Certificates of awards, speakership, innovation, research and development project, publication and authorship, consultancy.
12. Current Police Clearance.
13. Current Drug Test Result, and
14. Oath/Sworn Statement.

QUALIFIED APPLICANTS are advised to send through email their application to:

LEONIDES JIMMY T. JESURO, III

Administrative Officer V (HRMO III)

DepEd RO XI, F. Torres St. Davao City

personnel.region11@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
Department of Education
DAVAO REGION

NOTICE OF VACANCY

June 03, 2022

Position Title	Chief Education Supervisor	Education Program Supervisor	Administrative Officer V (Supplies Officer III)	Project Development Officer II	Administrative Officer I (Cashier I)
Salary Grade/ Monthly Salary	SG 24/Php 88,410.00	SG 22 / Php 69,963.00	SG 18 / Php 45,203.00	SG 15 / Php 35,097.00	SG 10 / Php 22,190.00
No. of Position/ Place of Assignment	Two (2) / Curriculum and Learning Management Division and Human Resource Development Division	One (1) / Human Resource Development Division	One (1) / Administrative Services Division - Asset Management Section	One (1) / Office of the Regional Director - Public Affairs Unit	One (1) Administrative Services Division - Cash Section
Qualification Standards					
• Education	Masters degree in Education or other relevant Masters degree	Masters degree in Education or other relevant Masters degree with specific area of specialization	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job
• Training	40 hours training in leadership and supervision	8 hours of relevant training	8 hrs. of relevant training	4 hours of relevant training	None required
• Experience	4 years of relevant experience in management and supervision	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	2 years of relevant experience	1 year of relevant experience	None required



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Republic of the Philippines
Department of Education
DAVAO REGION

Position Title	Chief Education Supervisor	Education Program Supervisor	Administrative Officer V (Supplies Officer III)	Project Development Officer II	Administrative Officer I (Cashier I)
▪ Eligibility	RA 1080 (Teacher)	RA 1080 (Teacher)	Career Service (Professional) - Second Level Eligibility	Career Service (Professional) - Second Level Eligibility	Career Service (Professional)- Second Level Eligibility
General Function of the Division/Section/Unit	The Curriculum and Learning Management Division supervises the Schools Division Offices in full implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources. The Human Resource Development Division ensure that the Personnel in the Region are competent through the implementation of the strategic Human Resource Development systems and delivery of quality services that contribute towards organizational performance.	The Human Resource Development Division ensure that the Personnel in the Region are competent through the implementation of the strategic Human Resource Development systems and delivery of quality services that contribute towards organizational performance.	The Administrative Services Division leads and manages the team that will provide the regional office with timely, responsive, and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property, and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division to provide an accessible quality basic education.	The Office of the Regional Director - Public Affairs Unit provides the stakeholders with accurate, adequate, and timely information and strengthens linkages with all stakeholders towards an enhanced awareness and perception of the Region and of the Department.	The Administrative Services Division leads and manages the team that will provide the regional office with timely, responsive, and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property, and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division to provide an accessible quality basic education.





Republic of the Philippines
Department of Education
DAVAO REGION

Position Title	Chief Education Supervisor	Education Program Supervisor	Administrative Officer V (Supplies Officer III)	Project Development Officer II	Administrative Officer I (Cashier I)
General Function of the Position (Job Summary)	In CLMD, the Chief Education Supervisor shall provide strategic and technical inputs towards effectively managing the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the region, and ensuring access to quality and varied learning resources. In HRDD, the Chief Education Supervisor shall facilitate, coordinate, and provide technical inputs in the crafting of regional policies and directions towards ensuring the acquisition, maintenance, and development of competent personnel for the region.	To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to schools division through TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.	The AO V (Supplies Officer III) shall provide the Regional Office management with technical advice in the management and administration relative to asset management services. He/She shall monitor stock issuances and demands to ensure availability of critical items, and shall maintain custodianship of all records of property and assets of the regional office for operational and legal use.	Under the immediate supervision of the AO V (Information Officer III) of the ORD-PAU, he/she shall provide assistance to the Information Officer III in the general functions, to act as the Alternate Information Officer, and to manage information and communication platforms in support of information dissemination and crisis management.	To assist the AO V (Cashier III) in providing the RO with services in disbursement, cash collection, liquidation, and financial reporting in order to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances.





Republic of the Philippines
Department of Education

DAVAO REGION

Position Title	Chief Education Supervisor	Education Program Supervisor	Administrative Officer V (Supplies Officer III)	Project Development Officer II	Administrative Officer I (Cashier I)
	through the implementation of a strategic HRD framework, plans, programs and the delivery of quality and sustainable HRD services.				

The DepEd Regional Office XI highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest by submitting the application documents in PDF format to the email address personnel.region11@deped.gov.ph on or before June 17, 2022.



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