



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

January 7, 2020

DIVISION MEMORANDUM

DM No. 012, s. 2020

SCHEDULE OF OPEN RANKING FOR PROJECT DEVELOPMENT OFFICER II (DRRM)

To: All District Supervisors, Coordinating Principals, Elementary School Heads, Secondary School Heads, OICs, TICs, All Others Concerned

1. This Office invites all qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are advised to attend the open – ranking to be held at the Training Center, Division Office at Exactly 8:00 am on January 16, 2020
2. Qualified applicants are advised to bring pertinent documents as follows
 - a. Personal Data Sheet
 - b. Transcript of Records (Authenticated)
 - c. Certificate of Trainings and Seminars attended
 - d. Eligibility
 - e. Service Record
 - f. Performance Rating for the last two (2) years (in current position if applicable)
 - g. Other pertinent documents relative to the position can be brought on the date of evaluation for appreciation of the Division Selection Board. However, all activities and accomplishments already use for an earlier promotion will no longer be credited for the nest promotion. Accomplishments to qualify for the credit points will be for the last three years, if not used for previous promotion.
 - h. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
 - i. Applicants are required to bring one(1) original copy of their documents with table of contents/ indexes.
3. The Members of the Personnel Selection Board (PSB) and Technical Working Group (TWG) shall facilitate the open ranking procedure, validation of applicants' pertinent documents and written/skill test.

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph
Comments: **Text HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/TIME	JAN 12 2020
By	HELEN R. RIVERA
Ref. no.	012



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4. Attached herewith is the Qualification Standards for Project Development Officer II.
5. For Immediate dissemination

POSITION/SALARY GRADE: PROJECT DEVELOPMENT OFFICER II/SG 15

QUALIFICATIONS:

EDUCATION	: Bachelor's degree relevant to the job
EXPERIENCE	: 1 year relevant experience
TRAINING	: 4 hours relevant training
ELIGIBILITY	: Career Service (Professional)/Second Level Eligibility

PREFERRED ADDITIONAL REQUIREMENTS:

Preferably with experience and training on disaster, risk and management
With experience on Partners and linkages on DRRM, policies, systems and standards, programs and projects, information, education and advocacy and technical assistance for DRRM


CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

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