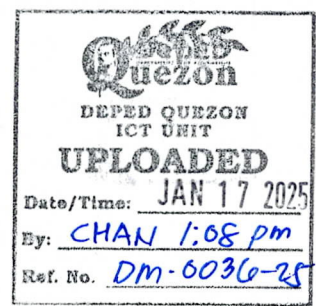




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE





16 January 2025

**DIVISION MEMORANDUM**  
DM No. 0036, s. 2025

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION PROGRAM SUPERVISOR, DENTIST III, ACCOUNTANT I AND DRAFTSMAN II POSITIONS**

**To: Assistant Schools Division Superintendent  
Chief, CID/SGOD  
Education Program Supervisors  
HRMPSB Members  
Public Elementary and Secondary School Heads  
All Others Concerned**

1. In connection with **Regional Memorandum No. 27, s. 2025** titled "Announcement of Vacancies for Education Program Supervisor, Dentist III, Accountant I and Draftsman II Positions", this Office announces the vacancies in DepEd Region IV-A (CALABARZON) for Education Program Supervisor, Dentist III, Accountant I and Draftsman II Positions.
2. For any queries and clarifications regarding this matter, kindly refer to the attached document.
3. Widest and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Percp01/16/2025

DEPEDQUEZON-TM-SDS-04-009-003

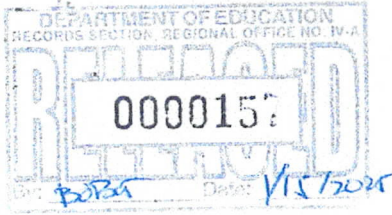


Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

10 January 2024

**Regional Memorandum**

No.27 s.2025

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION  
PROGRAM SUPERVISOR, DENTIST III,  
ACCOUNTANT I AND DRAFTSMAN II  
POSITIONS**

To **Regional Office Officials and Employees  
Schools Division Superintendents  
All Others Concerned**

1. This is to announce vacancies in the Regional Office for positions listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position /s	Place of Assignment
Education Program Supervisor	OSEC-DECSB-EPSVR-270218-2010	22	P74,836.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC-DECSB-EPSVR-270220-2010				
Dentist III	OSEC-DECSB-DENT3-240001-1998	20	P60,157.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

Accountant I	OSEC-DECSB-A1-270006-2015	12	P30,705.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC-DECSB-A1-270004-2015				
Draftsman II	OSEC-DECSB-DFM2-270008-2015	8	P20,534.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

2. The Qualification Standards (QS) of said positions are as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in education or other relevant degree Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher),
Dentist III	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Dentist)
Accountant I	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Draftsman II	Completion of 2 years studies in College or High School graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 11, s 1996, Cat. I), Career Service (SubProfessional)/ First Level Eligibility

3. Below are the duties and responsibilities of the abovementioned positions:

Position/Division	KRAs/Duties and Responsibilities
<p><b>Education Program Supervisor (2 positions)/ Curriculum and Learning Management Division (CLMD)</b></p> <p><b>(Math and Assessment Specialist)</b></p> <p><b>(Special Needs Education specialization with ALS background)</b></p>	<p><b>Management of Curriculum Implementation</b></p> <ul style="list-style-type: none"> <li>• Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>• Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations.</li> <li>• Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>• Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>• Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>• Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>• Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ul> <p><b>Curriculum Development, Enrichment, and Localization</b></p> <ul style="list-style-type: none"> <li>• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.</li> <li>• Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum</li> </ul>

	<p>implementation to get feedback on effectiveness.</p> <ul style="list-style-type: none"> <li>• Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>• Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ul> <p><b>Learning Delivery</b></p> <ul style="list-style-type: none"> <li>• Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions</li> <li>• Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.</li> </ul> <p><b>Learning Resource</b></p> <ul style="list-style-type: none"> <li>• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum.</li> <li>• Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.</li> </ul> <p><b>Learning Outcomes Assessment</b></p> <ul style="list-style-type: none"> <li>• Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.</li> <li>• Draft policy recommendations related to improving learning outcome based on findings from studies and reports.</li> </ul> <p><b>Special Curricular Programs and Support Activities</b></p> <ul style="list-style-type: none"> <li>• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Drafts policy recommendations on curricular support activities for regional adoption.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions.</li> <li>• Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division.</li> <li>• Coach the schools division in implementing interventions related to curriculum management and instructional delivery.</li> <li>• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division</li> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</li> </ul>
<p><b>Dentist III/Education Support Services Division (ESSD)</b></p>	<p><b>Dental Programs and Services</b></p> <ul style="list-style-type: none"> <li>• Provide dental health services to all regional office personnel.</li> <li>• Monitor submission of SDO report on "Dental Health Status" of learners as input in the development of dental health related programs and projects.</li> <li>• Plans and formulates strategies to improve dental health and well-being of regional office personnel as basis for program development</li> <li>• Prepares concept papers, program and project designs and proposals and submits draft to the Medical Officer for approval and funding.</li> <li>• Prepare work plans for the implementation of approved programs and projects engaging stakeholders in the process as needed to get their commitment and involvement.</li> <li>• In collaboration with SDO Dentists, draft advocacy programs and materials for publication and distribution to generate awareness and support for dental health programs of the Regional Office and the Schools Division Offices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make available dental services for learners in schools either through a dental clinic or in partnership with dental associations to conduct dental missions, or with the LGU.</li> <li>• Report results of monitoring and evaluation of implemented dental health programs with recommendations to the Medical Officer IV.</li> <li>• Conduct screening and provide dental services to all coaches and athletes before, during and after the conduct of National and Regional Athletic Meets (e.g., Palarong Pambansa).</li> </ul> <p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>• Prepare draft MOU, MOA and contracts to establish and maintain partnerships and agreements with government and non-government agencies and stakeholders to support and sustain dental health programs and services for learners.</li> <li>• Prepares and analyses reports for dissemination to local internal and external stakeholders to have a greater "buy in" among partners for the benefit of the learners.</li> <li>• In coordination with FTAD, provide technical assistance to the regional and schools division personnel on dental-related programs.</li> </ul>
<p><b>Accountant I (2 positions)/ Finance Division - Accounting Section</b></p>	<p><b>Financial Records and Reports</b></p> <ul style="list-style-type: none"> <li>• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>• Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>• Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> <li>• Reviews the financial statements and related schedules.</li> </ul>
<p><b>Draftsman II/Education Support Services Division (ESSD)</b></p>	<p><b>Drawings and Blueprints</b></p> <ul style="list-style-type: none"> <li>• Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.</li> </ul> <p><b>Physical Facilities Cost Estimates</b></p> <ul style="list-style-type: none"> <li>• Prepare cost estimates of educational physical facilities to guide resource allocation and procurement.</li> <li>• Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.</li> </ul>

4. Interested qualified applicants are required to register via <https://career.depedcalabarzon.ph> by selecting the position being applied for, and **upload the scanned documents in PDF file** arranged as follows:
- a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
  - b. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  - c. Photocopy of valid and updated PRC License/ID, if applicable;
  - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
  - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
  - f. Photocopy of Certificate/s of Training attended;
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - h. Photocopy of latest appointment, if applicable;
  - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
  - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173



- (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, notarized by authorized official; and
- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
  5. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.
  6. **Enclosures No. 4 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions, and No. 5 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order 7, s. 2023** shall be used in the evaluation of documents for said positions.
  7. Applicants must ensure that their documents are complete, and accurate.
  8. **Application documents shall be accepted until January 24, 2025. Only complete application documents** submitted until the set deadline shall be entertained. Late documents shall not be accepted. **Applicants are advised to use google account as email address.**
  9. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
  10. Wide and immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

Incls.: As stated

(Inclosures to Regional Memorandum dated January 10, 2025)

### **ASSESSMENT PLAN**

**Education Program Supervisor**

Plantilla Item No.: OSEC-DECSB-EPSVR-270218-2010

Plantilla Item No.: OSEC-DECSB-EPSVR-270220-2010

**Dentist III**

Plantilla Item No.: OSEC-DECSB-DENT3-240001-1998

**Accountant I**

Plantilla Item No.: OSEC-DECSB-A1-270006-2015

Plantilla Item No.: OSEC-DECSB-A1-270004-2015

**Draftsman II**

Plantilla Item No.: OSEC-DECSB-DFM2-270008-2015

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>INDICATIVE SCHEDULE</b>	<b>NO. OF WORKING DAYS</b>
Publication/Posting Period	HRMO	January 10-24, 2025	n/a
Last day of receiving of application	Secretariat	January 24, 2025	n/a
Initial assessment/screening of applications	AO IV	January 27-28 & 30-31 and February 3, 2025 (Mon, Tue, Thu, Fri & Mon)	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	February 4, 2025	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	February 5-7 & 10, 2025 (Wed-Fri & Mon)	4
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	February 11-14, 2025 (Tue, Wed, Thu & Fri)	4
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	February 11-14, 2025 (Tue, Wed, Thu & Fri)	
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	February 17, 2025 (Mon)	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	February 18-20, 2025 (Tue-Thu)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	February 21 & 24, 2025	2
Submission of the final CAR to the Office of the Regional Director, and <b>requesting instruction</b>	AO IV	February 25, 2025 (Tue)	1

- Conduct Background Investigation (BI) of	Upon the request of the Appointing Authority	February 26-27, 2025 (Wed-Thu)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	February 28, 2025 (Fri)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 3, 2025 (Mon)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 4-5, 2025 (Tue-Wed)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	March 6, 2025 (Thu)	1
<b>Total</b>			<b>28</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/ HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit			
b. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act			
c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
d. Photocopy of authenticated CSC Certification of Eligibility (for Career Service Professional or Sub-Professional)/Photocopy of the updated PRC ID License (must be certified true copy by the PRC)			
e. Detailed IPCRF (duly signed) – for 3 consecutive years, if applicable			
f. Updated Service Record signed by authorized official, if applicable			
g. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status			
h. Photocopy of last appointment, if applicable			
i. Photocopy of authenticated Transcript of Records including graduate/post-graduate and/or authenticated Certification on CAR by the School Registrar or School Authorized Official			
j. Copy of Certificates of Training attended (must be relevant to the position being applied for, and not credited during the last promotion)			
k. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONTENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.