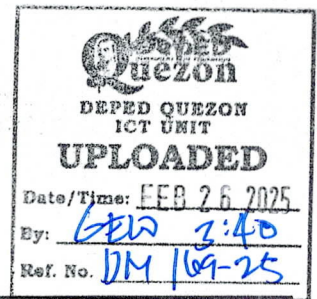




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE




26 February 2025

**DIVISION MEMORANDUM**  
DM No. 169, s. 2025

**ANNOUNCEMENT OF VACANCIES FOR PROJECT DEVELOPMENT OFFICER II POSITION**

**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. 116, s. 2025** titled “Announcement of Vacancy for Project Development Officer II Position”, this Office announces the announcement of vacancies in DepEd Region IV-A (CALABARZON) for Project Development Officer II.
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


Percp02/26/2025

DEPEDQUEZON-TM-SDS-04-009-003

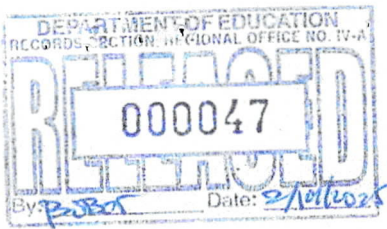


Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON



Personnel-RM-2025-116

17 February 2025

**Regional Memorandum**

No. 116 s. 2025

**ANNOUNCEMENT OF VACANCY FOR PROJECT  
 DEVELOPMENT OFFICER II POSITION**

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

1. This is to announce vacancy in the Regional Office for position 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 597)	No. of Position /s	Place of Assignment
Project Development Officer II	OSEC-DECSB-PDO2-270001-2024	15	P40,208.00	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
Project Development Officer II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility



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



Certificate No. PHP QMS 22 93 0085




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

Position/Division	KRAs/Duties and Responsibilities
<p><b>Project Development Officer II/ Education Support Services Division</b></p>	<ul style="list-style-type: none"> <li>• Assist the Legal Officer of the Regional Office in monitoring administrative cases involving violation of Learner Protection Policies such as, but not limited to, DO No. 40, s. 2012 or the “DepEd Child Protection Policy”, DO No. 55, s. 2013, or the “Implementing Rules and Regulations of Republic Act No. 10627 otherwise known as the Anti-Bullying Act of 2013”.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Coordinate with, gather information and consolidate data from, the Schools Division Offices and Child Protection Committees in school relative to LRP reports/concerns;</li> <li>• Provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships;</li> <li>• Provide technical assistance to Schools Division Offices in developing programs and projects for LRP in their respective schools division.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Perform other functions as may be assigned by the immediate supervisor.</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 a compressed PDF file up to 100mb only**, 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 March 3, 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

6 6

Incls.: As stated



(Inclosures to Regional Memorandum dated February 17, 2025)

**ASSESSMENT PLAN****Project Development Officer II**

Plantilla Item No.: OSEC-DECSB- PDO2-270001-2024

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>INDICATIVE SCHEDULE</b>	<b>NO. OF WORKING DAYS</b>
Publication/Posting Period	HRMO	February 17 to March 3, 2025	n/a
Last day of receiving of application	Secretariat	March 3, 2025	n/a
Initial assessment/screening of applications	AO IV	March 4-5, 2025 (Tue-Wed)	2
Submission of Shortlist of qualified applicants to the HRMP SB	AO IV	March 6, 2025 (Thu)	1
Preliminary Meeting with the HRMP SB (pre-evaluation of documents)	HRMP SB/AO IV/ Secretariat	March 7 & 10, 2025 (Fri & Mon)	2
HRMP SB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMP SB/AO IV/Secretariat	March 11, 2025 (Tue)	1
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMP SB/AO IV/Secretariat	March 11, 2025 (Tue)	
Check the written exam/OTJ/skills test	HRMP SB/End-user (Chief)	March 12, 2025 (Wed)	1
HRMP SB deliberation and preparation of Comparative Assessment Result (CAR)	HRMP SB/AO IV/Secretariat	March 13, 2025 (Thu)	1
Route the CAR to the HRMP SB for signature	HRMP SB/AO IV/Secretariat	March 14 & 17, 2025 (Fri & Mon)	2
Submission of the final CAR to the Office of the Regional Director, and <b>requesting instruction</b>	AO IV	March 18, 2025 (Tue)	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	March 19-20, 2025 (Wed-Thu)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	March 21, 2025 (Fri)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 24, 2025 (Mon)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 25-26, 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 27, 2025 (Thu)	1
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Total

18



Annex C

## 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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/ HR Office/sub-committee)	
		Status of Submission (Check if complied)	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.