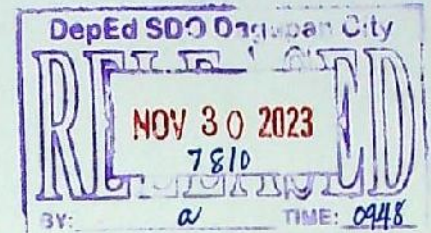




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 439, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

DATE: November 29, 2023

SUBJECT: **VACANCIES FOR NON-TEACHING AND RELATED TEACHING POSITIONS**

This Division is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Education Program Specialist (SG 19 / P51,357) Item Number: SREPS-60027-2015	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position		School Governance and Operations Division (Human Resource Development)
2	Administrative Aide VI (SG 6 / P17,553) Item Numbers: ADA6-60044-2004 ADA6-60046-2004	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub- professional/ First Level Eligibility		Office of the Schools Division Superintendent (OSDS)

Please see attached job description for each vacant position.

Interested applicants are required to submit two sets of folders containing the following documents:



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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SCHOOLS DIVISION OFFICE DAGUPAN CITY

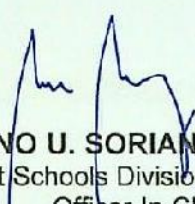
Applicants may also send their application thru the official email address:
depeddagupanhr@gmail.com.

The schedule of activities for assessment will be sent thru email address of qualified applicants.

This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

As reference for assessment, applicants are encouraged to refer to DepEd Order No. 007, s. 2023.

For information and guidance.


MARCIANO U. SORIANO, JR. CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
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REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Mandatory documentary requirements:

- a. Letter of intent addressed to the SDS;
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- 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 available;
- f. Photocopy of Certificate/s of Training, if applicable;
- 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 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 attached form, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in item i is not relevant to the position to be filled, if applicable.

Deadline for submission of abovementioned documentary requirements shall be on DEC 10 2023. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

No additional documents shall be accepted after the deadline.

Documents shall be fastened in a long folder in an orderly manner with proper ear tabs and shall be submitted thru personal delivery or courier addressed to:

ROWENA C. BANZON, CESO V
Schools Division Superintendent
Department of Education, Division of Dagupan City
Burgos St., Poblacion Oeste, Dagupan City




Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph




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 Department of Education	POSITION AND COMPETENCY PROFILE	PCP No. _____	Revision Code: 00
Position Title	Administrative Aide VI	Salary Grade:	6
Parentetical Title	Cashiering Services	Governance Level	Schools Division Office
Unit/Division	OSDS- Administrative Unit- (Cash Unit)	Office/Bureau/Service	
Reports to	Administrative Officer IV (Disbursing Officer)	Effectivity Date	
Positions Supervised	None	Page/s	
JOB SUMMARY			
To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparations and submission of cash related reports.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
CASH COLLECTION	<ul style="list-style-type: none"> • Receives cash and checks paid to the schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose. • Maintains cash books and balances and reconciles cash counts for daily reporting of cash on hand. • Records and reports discrepancies and adjustments in collections to provide an explanation for variances. • Remits to the AO IV (Cash) daily cash collections together with the daily collection reports , cash receipt vouchers and other documents for entry into the ledger and account books
CASH DISBURSEMENT PAYMENT AND REMITTANCE	<ul style="list-style-type: none"> • Assists the Administrative Officer IV in checks preparation, encoding and filing of vouchers for submission to accounting unit • Assists in the issuance of checks and acceptance of official receipts for payments made • Records all transactions/checks issued on the logbook • Assists in the preparation of Advice of Checks Issued and Cancelled.(ACIC)/ • Assists the AO IV (cash) reconcile records of disbursements with cash books • Assists the AO IV (Cash) in withdrawing cash for salaries and wages.
LIQUIDATION AND REPORTING	<ul style="list-style-type: none"> • Assists in the timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Senior Education Program Specialist	Salary Grade	19
Parenthetical Title		Governance Level	Schools Division Office
Office/Bureau/Service		Unit/Division	School Governance and Operations Division – Human Resource Development
Reports to	Education Program Supervisor	Effectivity Date	
Positions Supervised	Education Program Specialist II		
JOB SUMMARY			
<ul style="list-style-type: none"> 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 the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region To provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office 			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job		
Experience	2 years experience in education, research, development, implementation, or other relevant experience		
Eligibility	8 hours of relevant training		
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
HR Strategic Plans and Policies	<ul style="list-style-type: none"> • Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on HRD programs and their implementation. • Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs. • Coordinate the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed.
Professional and Career Development	<ul style="list-style-type: none"> • Determine professional and competency development needs of individual personnel in the schools division by implementing the system designed for such , in order to arrive at profiles on individual and group competency development needs. • Implement system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
HR Development Interventions	<ul style="list-style-type: none"> • Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training. • Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training. • Prepare a "Calendar of Training and Development Programs" offering to division personnel to help them determine and schedule their attendance. • Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel. • Conduct training programs (including career development programs) regularly offered to schools division personnel. • Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development.
Scholarship and Professional Program Coordination	<ul style="list-style-type: none"> • Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings • Disseminate to school division personnel opportunities for scholarships and accept applications. • Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars • Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar • Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship. • Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
<p>Training and Development Records</p>	<ul style="list-style-type: none"> • Coordinate the installation and ensure continuous operation and maintenance of the TDIS • Supervise encoding of training records in the TDIS to ensure accuracy • Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development in the schools division.
<p>Succession and Exit</p>	<ul style="list-style-type: none"> • Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO • Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO • Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. • Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace.
<p>Employees Welfare</p>	<ul style="list-style-type: none"> • Design and implement process for gathering data on welfare needs of employees. • Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups. • Review, propose and coordinate implementation of reward and recognition programs • Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management. • Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback to management
<p>Technical Assistance</p>	<ul style="list-style-type: none"> • Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied for: _____
 Office of the Position Applied For: _____
 Contact No.: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 (to be filled out by HR section)

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 Head of Office or Highest human resource Officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if Applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility / Report of Rating, of 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 available			
f. Photocopy of Certificate/s of Training, if applicable			
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 Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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 CONSENT

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 purpose 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 documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.