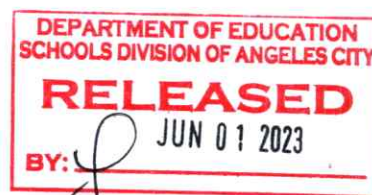




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



Office of the Schools Division Superintendent

June 1, 2023

DIVISION MEMORANDUM
NO. 189 s. 2023

**RECRUITMENT, SCREENING AND SELECTION FOR
EDUCATION PROGRAM SPECIALIST II (Social Mobilization and Learning and
Development), FOR ADMINISTRATIVE AIDE VI (CLERK III) AND
FOR ELEMENTARY MASTER TEACHER I**

TO : Assistant Schools Division Superintendent
Chief SGOD and OIC-Chief CID
Officials OSDS, CID and SGOD
School Heads, Public Elementary, Secondary and Senior High School
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Education Program Specialist II and for Elementary Master Teacher I positions is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	June 8, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	June 9, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	June 13, 2023	8:30 am	L & D

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Education Program Specialist II	Salary Grade: 16 Monthly Salary: P39,672.00
Station of Deployment: School Governance and Operations Division (Social Mobilization and Networking)	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent
Experience:	2 years experience in education research, development, implementation or other relevant experience.
Training:	4 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional)Appropriate Eligibility for Second Level Position
JOB SUMMARY: To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.	
GENERAL DUTIES AND RESPONSIBILITIES:	
➤ RESOURCING ➤ SUSTAINED PARTNERSHIPS ➤ RESEARCH AND DEVELOPMENT ➤ TECHNICAL ASSISTANCE	

POSITION PROFILE	
Position Title: Education Program Specialist II	Salary Grade: 16 Monthly Salary: P39,672.00
Station of Deployment: School Governance and Operations Division (Human Resource Development)	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent
Experience:	2 years experience in education research, development, implementation or other relevant experience.
Training:	4 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional)Appropriate Eligibility for Second Level Position



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JOB SUMMARY: To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services

GENERAL DUTIES AND RESPONSIBILITIES:

- HR STRATEGIC PLANS AND POLICIES
- PROFESSIONAL AND CAREER DEVELOPMENT
- TRAINING AND CAREER DEVELOPMENT MATERIALS
- SCHOLARSHIP AND PROFESSIONAL PROGRAM COORDINATION
- TRAINING AND DEVELOPMENT RECORDS
- EMPLOYEES WELFARE
- TECHNICAL ASSISTANCE

POSITION PROFILE

Position Title: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: P17,553.00
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Station of Deployment: **Administrative Office and Records Unit**

CSC QUALIFICATIONS:

Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY:

To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS).

**GENERAL DUTIES AND RESPONSIBILITIES:
ADMINISTRATIVE OFFICE**

Schedules Administrative Service Activities

- Schedules/calendars meetings/appointments/training/workshops

Record Management

- Documents/communications received, routed, tracked
- Filing system created, and maintained
- Documents filed, retrieved, archived to Records Office or disposed as needed
- Comprehensive and complete minutes of meetings/agenda attended
- Daily attendance of Administrative Service Staff (to establish staff location).

Administrative Support

- Encoded documents
- Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)
- Supporting documents, petty cash, documents/forms

Secretariat/Frontline

- Travel bookings made
- Appointment, venue, meals arranged
- Received/routed calls
- Visitors responded to
- Follow through on inquiries

**GENERAL DUTIES AND RESPONSIBILITIES:
RECORDS UNIT**

- Receiving and Releasing all documents brought to the records unit.
- Assist Records Officer in document authentication, Verification and Certifications following protocol for such.
- Gather data and information required in the preparation of annual and other administrative reports.
- Provides technical assistance and interventions to support effective records management in the Schools Division, schools and learning centers.



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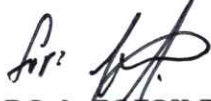
POSITION PROFILE	
Position Title: Master Teacher I (ELEMENTARY)	Salary Grade: 18 Monthly Salary: P 46,725.00
Station of Deployment: Gueco Balibago Elementary School, Salapungan Elementary School and Lourdes Northwest Elementary School	
CSC QUALIFICATIONS:	
Education:	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent
Experience:	3 years relevant experience
Training:	None Required
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Performs full teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.	

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and are advised to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility/Rating, if applicable;
 - Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - Photocopy of latest appointment, if applicable;
 - Other documents as may be required by the HRMPSB for comparative assessment, including 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; and
 - 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;
4. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
5. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with **RA No. 10173**, otherwise known as the Data Privacy Act of 2012.
6. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**, **Enclosure No. 4: Criteria and Point System for Hiring and Promotion to Related Teaching Positions**, **Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions** and **MEC Order No. 10 s.1979) Ranking of Master Teachers**



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7. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
8. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
9. Immediate dissemination of this Memorandum is desired.


RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

CLM/PERSONNEL/June 1, 2023