



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

03 Nov 2023

DIVISION MEMORANDUM  
OSDS No. **151**, s. 2023

NOTICE OF VACANCY FOR PROJECT DEVELOPMENT OFFICER I

To: Schools Division  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce the following vacant position:

a. **Position Title:** Project Development Officer I (3)

b. **Position Details**

Position Title	No.	Plantilla Item Number	Place of Assignment
PROJECT DEVELOPMENT OFFICER I	3	OSEC-DECSB-PDO1-840014-2023	Clustered Schools Surallah
		OSEC-DECSB-PDO1-840015-2023	Clustered Schools Tboli East & Polomolok West
		OSEC-DECSB-PDO1-840016-2023	Clustered Schools Banga

c. **CSC Qualification Standards**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Project Development Officer I	11	P27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Eligibility (Professional )

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
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**d. Duties and Responsibilities**

Duties and Responsibilities of a *Project Development Officer I*

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Program Management and Implementation</b>	<ol style="list-style-type: none"> <li>1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head:               <ol style="list-style-type: none"> <li>a. Prepare and submit a plan to execute the programs, projects, and activities at the school level anchored on DepEd policies and guidelines</li> <li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li> <li>d. Facilitate and monitor the conduct of program, projects, and activities in the school and regularly report to the School Head about the status of implementation</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li> <li>f. Prepare and submit relevant reports</li> </ol> </li> <li>2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li> </ol>
<b>Program Coordination and Partnerships</b>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities.</li> <li>2. Assist in mobilizing the support of the school community and other stakeholders in implementing the programs.</li> <li>3. Prepare communications and correspondence to the concerned School stakeholders.</li> </ol>
<b>Advocacy</b>	<ol style="list-style-type: none"> <li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the school community on the programs.</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. As may be assigned by the Supervisor</li> </ol>

**e. Documentary Requirements**

- i. Letter of intent specifying the place of assignment being applied for and address to the Schools Division Superintendent

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**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of Certificate of Career Service Eligibility (Professional) /valid and updated PRC License;
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. If the General Weighted Average (GWA) is not specified in the Transcript of Records/Diploma/Special Order from CHED or other certifications, ensure to attach a Certificate of GWA issued by the school;
- vii. Photocopy of Certificate of Relevant Trainings;
- viii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- ix. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- x. Checklist of Requirements and Omnibus Sworn Statement on the Certification and 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 DepEd Order 007, s. 2023: Annex C; and
- xi. Other documents that can use as means of verification on the following:
  1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
  2. Application of Education;
  3. Application of Learning and Development; and
  4. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item e(ix) is not relevant to the position.

Pertinent papers of applicants shall include table of contents, properly **earmarked** and **sequentially arranged**. Also, Indicate the position and place of assignment being applied for at the cover page.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 5: **Criteria and**

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**Point System for Hiring and Promotion to Non-Teaching Positions.** The following is the point system for Evaluative Assessment for Non-Teaching Position: SG 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

3. Application documents shall be submitted to the Schools Division Office on or before **November 24, 2023**. No pertinent papers shall be accepted thereafter.

4. Color Coding of Folders based on Place of Assignment:

Banga	Sky Blue
Surallah	Brown
T'boli East & Polomolok West	Violet

5. The following shall be the timelines for the recruitment and selection:

ACTIVITY	SCHEDULE
Orientation of HRMPSB Committee (Administrative Officer II) on DepEd Order No. 07, s. 2023	November 15, 2023
Evaluation of Documents of Applicants and Finalization of the Summary of Initial Evaluation Result (IER) by the HRMPSB Committee and Administrative Officer II	November 27-29, 2023 December 4, 2023
Conduct of Behavioral Event Interviewing, Written Test and Work Sample Test by the HRMPSB Committee to the Qualified Applicants	December 5-6, 2023
Conduct of Open Ranking and HRMPSB Final Deliberation including Qualified Applicants	December 7, 2023
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	December 11, 2023

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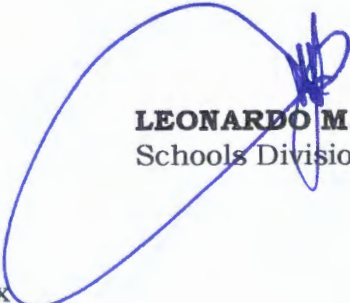




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6. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
7. Applicants are advised to access this link <https://bit.ly/PDO1OnlineRegistration> for online registration.
8. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
9. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
10. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
11. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT      HIRING  
RECRUITMENT

NHT/DM- notice of vacancy for project development officer i  
0000/November 3, 2023

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