



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

November 21, 2023

REGION MEMORANDUM
AD-2023-055

**HIRING OF PROJECT DEVELOPMENT OFFICER-I (COS) FOR ALTERNATIVE
LEARNING SYSTEM (CLMD)**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. This announces the vacancy for **one (1) Project Development Officer (COS) for Alternative Learning System (CLMD)** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City.
2. Essential details regarding the vacancy such as but not limited to qualification standards, duties and responsibilities and application document requirements are enclosed in the **Notice of Vacancy** for guidance of interested applicants.
3. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

Date and Time	Activity	Person Responsible
December 07, 2023 9:00am	Online Orientation on the submission of Documents PDO I (COS) for ALS	HRMPSB Secretariat
December 15, 2023 1:00pm	Initial Screening/Deliberation of Documents (Face-to-Face) PDO I (COS) for ALS	HRMPSB
December 19, 2023 8:00am – 8:15am 8:20am – 11:30am	Online Behavioral Event Interview PDO I (COS) for ALS Setting-up/ Briefing/Orientation for the Applicants Interview Proper	HRMPSB Secretariat HRMPSB



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

(15-20 minutes per applicant)	PDO I (COS) for ALS	
11:35am – 12:00nn	Consolidation of Assessment of Results for PDO I (COS)	HRMPSB Secretariat
	Final Deliberation	HRMPSB

4. Applicants are required to submit **ONLY** the certificates of trainings not used during the last promotion. In such case, **no points** shall be given.
5. It is reiterated that **applicants who fail to submit complete mandatory documents** particularly **items a. to j.** contained in the **Notice of Vacancy (NOV)** on the set deadline shall not be included in the pool of official applicants.
6. An online Behavioral Event Interview (BEI) shall be conducted using MS Teams. The committee still adopts the same process with that of the face-to-face interview. Likewise, the ICTU is tasked to maintain the stability of the internet connectivity during the online interview.
7. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to: Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment, may be allowed to be submitted in hard copies (if need be) upon request of the HRMPSB during the initial deliberation/screening of documents for purposes of verification.
8. The HRMPSB secretariat shall send the link for the profile of applicants and the comparative assessment template for the initial deliberation through DepEd email account. **Potential** assignment of points shall be accomplished by the HRMPSB members during the job interview.
9. **The selection criteria and point-system to be utilized shall be based on DO No. 007, s. 2023 specifically on the computation of points for Non-Teaching Group-Level II.**
10. Applicants shall be informed of the result of the initial evaluation through an official communication channel via email or SMS.
11. See the following enclosures for details.
Enclosure A: Notice of Vacancy for Project Development Officer I (COS) for ALS
Enclosure B: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

12. Meals relative to the conduct of the activity shall be charged from Regional MOOE Fund subject to the usual accounting and auditing rules and regulations.
13. For any inquiries you may contact **Emerin B. Astillero, Administrative Officer V at 0965-326-5725.**
14. Wide dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Enc.: Notice of Vacancy/ Checklist of Requirements and Omnibus Sworn Statement

Reference: DepEd Order No. 007, s. 2023

Allotment: None

To be indicated in the Perpetual Index under the subject:

Human Resource AD-Personnel

EBA/AD-P/RM/HIRING OF PROJECT DEVELOPMENT OFFICER I (COS) FOR ALTERNATIVE LEARNING SYSTEM (CLMD)/007/November 21, 2023



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal

Telephone Nos.: (083) 2288825/ (083) 2281893

Email Address: region12@deped.gov.ph

Website: depedroxii.org



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 1 to Region Memorandum AD-2023-055

NOTICE OF VACANCY
December 1, 2023

Position/Salary Grade	Project Development Officer I (COS) for Alternative Learning System (CLMD)/11
Monthly Salary	Php 27,000.00 per month
No. of Position/ Place of Assignment	1/Regional Office, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Professional (Second Level Eligibility), RA 1080

Duties and Responsibilities of **PDO I Contract of Service Staff for ALS**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Program Management and Implementation	<ol style="list-style-type: none"> Facilitate the overall preparation and conduct of monitoring of programs, projects, and activities under the direct supervision of the Chief Education Supervisor/Alternative Learning System Focal Person: <ul style="list-style-type: none"> Prepare and submit a plan to execute the programs, projects, and activities of ALS at the Regional Level anchored on BAE and DepEd policies and guidelines Consolidate the programs, projects, and activities to be conducted on a Regional Calendar Coordinate with concerned Regional and Division personnel for the required support, resources, and documentary requirements Facilitate and monitor the conduct of ALS program, projects, and activities in the Region and regularly report to the Regional ALS Focal about the status of implementation Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities based from SDO Reports Prepare and submit relevant financial and other reports Provide support to the ALS – CLMD in the preparation and implementation of ALS plans and trainings.
Program Coordination and Partnerships	<ol style="list-style-type: none"> Coordinate with concerned personnel from the Schools Division Office for the implementation monitoring of programs, projects, and activities. Assist in mobilizing the support of the community and other stakeholders in implementing the programs. Prepare communications and correspondence to the concerned ALS stakeholders.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Advocacy	6. Prepare and disseminate advocacy resource materials to increase the awareness and understanding of the community on the ALS programs.
Secondary Duties	7. As may be assigned by the Supervisor.

The DepEd SOCCKSARGEN Regional Office highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **December 12, 2023**.

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (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/Rating², 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 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;
- i. **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 (Annex C), notarized by authorized official; and**
- j. 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 h** is not relevant to the position to be filled, if applicable.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Individuals who failed to submit complete mandatory documents (items a. to j.) on the set deadline indicated in this memo shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.**

Qualified Applicants are advised to hand-in or send through courier/email their application to:

CARLITO D. ROCAFORT
Director IV
DepEd RO XII, Carpenter Hill, City of Koronadal
hrmpsb.region12@deped.gov.ph

The Personnel Section will be **accepting application of interested and qualified applicants** for evaluation of documents.


CARLITO D. ROCAFORT
Director IV

Note: Only applicant/s with complete requirements shall be entertained.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depdroxii.org