



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 27, 2023

REGION MEMORANDUM
AD-2023-062

**SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED POSITION
OF EDUCATION PROGRAM SUPERVISOR OF THE POLICY, PLANNING AND
RESEARCH DIVISION**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. This is to announce the vacancy for **one (1) Education Program Supervisor for Policy, Planning and Research Division (PPRD)** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City.
2. Important details and timelines 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
January 04, 2024 9:00 a.m.	Online Orientation on the submission of Documents EPS	HRMPSB Secretariat
January 12, 2024 9:00 a.m.	Initial Screening/Deliberation of Documents (Face-to-Face) EPS	HRMPSB Secretariat
January 15, 2024 9:00 a.m.	Written Examination and Skills Test (Face-to-Face) EPS	HRMPSB
January 16, 2024	Online Behavioral Event Interview And Open ranking System	



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

8:00 a.m. – 8:15 a.m.	EPS Setting-up/ Briefing/Orientation for the Applicants	HRMPSB Secretariat
8:20 a.m. – 11:20 a.m. <i>(15-20 minutes per applicant)</i>	Interview Proper EPS	HRMPSB
11:25 a.m. – 12:00nn	Consolidation of Assessment and Final Deliberation	HRMPSB

- Applicants are required to submit **ONLY** the certificates of trainings not used during the last promotion. In such case, **no points** shall be given.
- It is reiterated that **applicants who will fail to submit complete mandatory documents** particularly **items a. to j.** contained in the **Notice of Vacancy (NOV) – Enclosure A** on the set deadline shall not be included in the pool of official applicants.
- 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 submit, subject to submission of the hard copies upon request of the HRMPSB during the initial deliberation/screening of documents for purposes of verification.
- 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.
- 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.
- The process, selection criteria and point system to be utilized shall adhere to DO No. 007, s. 2023 specifically on the computation of points for Related-Teaching Group-Level II.**



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

10. Applicants shall be informed of the result of the initial evaluation through official communication channels via email or SMS.
11. See the following enclosures for details.
Enclosure A: Notice of Vacancy for Education Program Supervisor (PPRD)
Enclosure B: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference
12. Meals relative to the conduct of the activities shall be charged from the Regional MOOE Fund subject to the usual accounting and auditing rules and regulations.
13. For any inquiries, please 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/ SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED POSITION OF EDUCATION PROGRAM SUPERVISOR FOR POLICY, PLANNING AND RESEARCH DIVISION / 009/December 27, 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-2023-062

NOTICE OF VACANCY
December 27, 2023

Position/Salary Grade	Education Program Supervisor/22
Monthly Salary	Php 71,511.00
No. of Position/ Place of Assignment	1/Policy, Planning and Research Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Master's degree in Education or other relevant Master's degree with specific area of specialization
Experience	2 years as Principal, 2 years as Head Teacher or 2 years as Master Teacher
Training	8 hours of relevant training
Eligibility	RA 1080 (Teachers)

Duties and Responsibilities of an **Education Program Supervisor**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems and Plans	Prepare and submit report on the implementation and feedback of regional policies and guidelines for enhancement and adjustments as needed.
	Prepare and submit reports on the implementation of the planning system for adjustments as needed.
	Prepare and submit Periodic and Annual Accomplishment Reports (physical and financial, prepared together with Budget Division) to track accomplishment of plans.
	Review and submit first draft Strategic and Operational Plans (6-year REDP and RO annual work and financial plans).
	Evaluate and analyze, Educational plans of the schools' divisions (DEDP) and provide feedback for improvement or submit to regional management for affirmation.
Policies and Standards	Prepare policies on the implementation of the planning system in the region to guide preparation and implementation of plans.
	Monitor implementation of planning system by RO and SDO and prepare reports on for management with recommendations for systems improvement



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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	Recommend draft policies on Planning System Implementation based on findings from monitoring report and recommendation.
	Identify and recommend policy research on planning standards and other subject matters relevant to education planning (e.g., resource allocation criteria) based on monitoring and evaluation data.
Education Data Management System	Define specific basic education data required in planning and ensure such data are collected as required.
	Define planning objectives and purpose for presenting data, as well as audience needs and requirements, and recommended data presentation formats for use in planning.
Research	Review research studies conducted and prepare a report on planning implications of research study findings and recommendations to management.
	Recommended planning-related research based on planning data and planning implementation feedback.
	Participate in the conduct of research studies and utilization of findings for the formulation of policies and to help management in decision-making.
Technical Assistance	Work with a cross-functional team of EPS to identify the needs of an assigned cluster of school division as basis for the region's provision of technical assistance.
	Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR related concerns of the schools' division in the region.
	Draft policy recommendations based on data gathered in the course reviewing DEDP and conducting situation assessment and need analysis as well as in providing technical assistance.



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

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 **January 08, 2024**.

- 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 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 attached form (Annex C), 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 200) is not relevant to the position to be filled, if applicable.

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



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

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

Email Address: region12@deped.gov.ph

Website: depdroxii.org



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

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

Please refer to DepEd Order No. 007 s. 2023, “Guidelines on Recruitment, Selection, and Appointment in the Department of Education for Related - Teaching and Non-Teaching Positions” for the criteria and number of points assigned to each criterion.


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: depedroxii.org