



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 17, 2024

REGION MEMORANDUM
AD-2024-020

**SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED
POSITIONS OF MEDICAL OFFICER IV, ADMINISRATIVE AIDE VI AND
PROJECT DEVELOPMENT OFFICER I UNDER
CONTRACT OF SERVICE (COS)**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. Be informed of the vacancy for **one (1) Medical Officer IV (ESSD), 1 (one) Administrative Aide VI (AD-PSU), and Project Development Officer I – COS (CLMD-ALS)** 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
May 03, 2024 09:00am	Online Orientation on the submission of Documents MO IV/ADA VI/PDO I	HRMPSB Secretariat
May 14, 2024 09:00am	Initial Screening/Deliberation of Documents (Face-to-Face) MO IV/ADA VI/PDO I	HRMPSB
May 17, 2024 09:00am	Written Examination and Skills Test (Face-to-Face) MO IV/ADA VI	HRMPSB Secretariat



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May 21, 2024	Online Behavioral Event Interview And Open Ranking System MO IV/ADA VI/PDO I	
08:00am – 08:15am	Setting-up/ Briefing/Orientation for the Applicants	HRMPSB Secretariat
08:20am – 11:20am (15-20 minutes per applicant)	Interview Proper ADA VI/PDO I	HRMPSB
11:25am – 12:00nn	Consolidation of Assessment	HRMPSB
12:01pm – 01:00pm	LUNCH BREAK	
	Online Behavioral Event Interview And Open Ranking System MO IV	
01:01pm – 04:00pm	Interview Proper MO IV	HRMPSB
04:01pm – 05:00pm	Consolidation of Assessment and 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) – Enclosure B** on the set deadline shall not be included in the pool of official applicants.

6. 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 the last issuance of appointment, may be allowed to submit, subject to submission of the



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hard copies upon request of the HRMPSB during the initial deliberation/screening of documents for purposes of verification.

7. 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.
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 process, selection criteria and point system to be utilized shall adhere to DO No. 007, s. 2023 specifically on the computation of points for Non-Teaching Group Level I and II.**
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 Medical Officer IV
Enclosure B: Notice of Vacancy for Administrative Aide VI
Enclosure C: Notice of Vacancy for Project Development Officer I (COS)
Enclosure D: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference
12. Meals relative to the conduct of the activity shall be charged from the Regional MOOE Fund subject to the usual accounting and auditing rules and regulations.
13. For any inquiries, 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

PERSONNEL

EBA/AD-P/RM/SCHEDULE OF SCREENING AND JOB INTERVIEW FOR THE UNFILLED POSITIONS OF MEDICAL OFFICER IV, ADMINISTRATIVE AIDE VI AND PROJECT DEVELOPMENT OFFICER I UNDER CONTRACT OF SERVICE (COS)/009/April 17, 2024



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Enclosure A to Region Memorandum AD-2024-020

NOTICE OF VACANCY
April 24, 2024

Position/Salary Grade	Medical Officer IV/23
Monthly Salary	Php 80,003.00
No. of Position/ Place of Assignment	1/Education Support Services Division, DepEd SOCCSKSARGEN Regional Office
Qualifications	
Education	Doctor of Medicine
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of a **Medical Officer IV**

DUTIES AND RESPONSIBILITIES
1. Plans, directs and coordinates activities and functions of the School Health.
2. Proposes formulation/conceptualization of policies and reviews existing of Integrated School Health and Nutrition Program.
3. Participates and assists in the preparation of health/nutrition education and related materials, references, manuals and guides.
4. Assists in the integration of health and nutrition education in the curriculum.
5. Assists in the formulation and promulgation of rules and regulations pertaining to health and nutrition such as environmental sanitation and climate change through the preparation and dissemination of circulars, memoranda, letters, orders, etc.
6. Conducts school visits to coordinate, monitor and evaluate the implementation of school health projects and programs.
7. Coordinates, collaborates and establishes linkages with government and non-government agencies and professional organizations in the implementation of SHNP and projects
8. Assists and participates in planning and acts as resource person in health conferences, seminars, workshops and trainings.
9. Formulates policies, programs and provides health services to regional office employees.
10. Monitors and evaluates performance of school personnel in the implementation of SHNP and projects
11. Prepares annual regional framework plan of action and PPMP and contributes to the crafting of Regional Education Development Plan.
12. Attends sessions, meetings and trainings sponsored by GOs and NGOs concerning health related interagency programs and activities
13. Initiates and conducts studies and research related to SHN.
14. Prepares and submits reports to the regional and central offices
15. Recommends measures and standards necessary for the improvement and upgrading of health and nutrition and sanitation services.
16. Conducts advocacy campaign on health and nutrition.
17. Provides technical assistance to the field on health and nutrition.



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Enclosure B to Region Memorandum AD-2024-020

NOTICE OF VACANCY
April 24, 2024

Position/Salary Grade	Administrative Aide VI (Data Controller I)/06
Monthly Salary	Php17,533.00
No. of Position/ Place of Assignment	1/Payroll Services Unit, Administrative Division, DepEd SOCCSKSARGEN RO
Qualifications	
Education	Completion of 2 years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Subprofessional) First Level Eligibility

Duties and Responsibilities of an **Administrative Aide VI (Data Controller I)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Salary Computation	<ol style="list-style-type: none">1. Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating.2. Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments3. Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability.4. Prepare payroll remittance advice5. Prepare pay slips on the final payroll pre-audited by Accounting and forward to Cashier for distribution.6. Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc. Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed



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Enclosure C to Region Memorandum AD-2024-020

NOTICE OF VACANCY
April 24, 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	1. 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 2. Provide support to the ALS – CLMD in the preparation and implementation of ALS plans and trainings.
Program Coordination and Partnerships	3. Coordinate with concerned personnel from the Schools Division Office for the implementation monitoring of programs, projects, and activities. 4. Assist in mobilizing the support of the community and other stakeholders in implementing the programs. 5. Prepare communications and correspondence to the concerned ALS stakeholders.
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 SOCCSKSARGEN 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.



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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 **May 06, 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


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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 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.