



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

May 27, 2024

REGION MEMORANDUM  
AD-2024-025

**SCHEDULE OF SCREENING OF DOCUMENTS AND ONLINE JOB INTERVIEW  
FOR THE UNFILLED POSITIONS IN THE REGIONAL OFFICE**

To: Schools Division Superintendents  
Regional Office and Division HRMPSB

- Be informed of the vacancy for **one (1) Education Program Specialist II (PPRD), 1 (one) Education Program Specialist II (HRDD), Administrative Aide VI (AD-Records), 1 (one) Technical Assistant I, 1 (one) Technical Assistant II (ESSD-SHNS) and 1 (one) Administrative Support I (ESSD-DRRM) under Contract of Service** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City.
- 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.
- Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

Date and Time	Activity	Person Responsible
<b>June 06, 2024 02:00pm</b>	<b>Online Orientation on the submission of Documents</b>  <b>EPS II/TA I/II/AS II/ADA VI</b>	<b>HRMPSB Secretariat</b>
<b>June 13, 2024 09:00am</b>	<b>Initial Screening/Deliberation of Documents (Face-to-Face)</b>  <b>EPS II/TA I/II/AS II/ADA VI</b>	<b>HRMPSB</b>
<b>June 18, 2024 02:00pm</b>	<b>Written Examination and Skills Test (Face-to-Face)</b>  <b>EPS II/ADA VI</b>	<b>HRMPSB Secretariat</b>



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<b>June 25, 2024</b>	<b>Online Behavioral Event Interview          And          Open Ranking System</b>  <b>EPS II/ADA VI</b>  <b>Setting-up/          Briefing/Orientation for the          Applicants</b>	<b>HRMPSB Secretariat</b>
<b>08:00am – 08:15am</b>	<b>Interview Proper</b>	<b>HRMPSB</b>
<b>08:20am – 11:25am (15-20 minutes per applicant)</b>	<b>Consolidation of Assessment</b>	<b>HRMPSB</b>
<b>11:30am – 12:00nn</b>	<b>LUNCH BREAK</b>	
<b>12:05pm – 01:00pm</b>	<b>Online Behavioral Event Interview          And          Open Ranking System</b>  <b>TA I/II/AS II</b>  <b>Setting-up/          Briefing/Orientation</b>	<b>HRMPSB Secretariat</b>
<b>01:05pm – 01:20pm</b>	<b>Interview Proper</b>	<b>HRMPSB</b>
<b>01:25 pm – 04:30pm (15-20 minutes per applicant)</b>	<b>Consolidation of Assessment and Final Deliberation</b>	<b>HRMPSB</b>
<b>04:35pm – 05:00pm</b>		

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 failed to submit complete mandatory documents** particularly **items a. to j.** contained in the **Notice of Vacancy (NOV) – Enclosures** 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**





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**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 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 Related-Teaching and 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 Education Program Specialist II (PPRD)
- Enclosure B: Notice of Vacancy for Education Program Specialist II (HRDD)
- Enclosure C: Notice of Vacancy for Technical Assistant II (COS-SH)
- Enclosure D: Notice of Vacancy for Technical Assistant I (COS-SH)
- Enclosure E: Notice of Vacancy for Administrative Support II (COS)
- Enclosure F: Notice of Vacancy for Administrative Aide VI (AD-Records)
- Enclosure G: 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, 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.: As stated

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 OF DOCUMENTS AND ONLINE JOB INTERVIEW FOR THE UNFILLED POSITIONS IN THE REGIONAL OFFICE/012/May 27, 2024



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Enclosure A to Region Memorandum AD-2024-025

**NOTICE OF VACANCY**  
**May 29, 2024**

Position/Salary Grade	<b>Education Program Specialist II/16</b>
Monthly Salary	<b>Php 39,672.00</b>
No. of Position/ Place of Assignment	<b>1/Policy, Planning and Research Division, DepEd SOCCSKSARGEN RO</b>
<b>Qualifications</b>	
Education	<b>Bachelor's degree in Education or its equivalent</b>
Experience	<b>2 years experiences in education research, development, implementation or other relevant experience</b>
Training	<b>4 hours of relevant training</b>
Eligibility	<b>PBET, Teacher, Career Service (Professional), Appropriate Eligibility for Second Level Position</b>

Duties and Responsibilities of an **Education Program Specialist II**

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Planning Frame, Systems and Plans</b>	<ol style="list-style-type: none"><li>1. Assist in analyzing educational plans of the school's division to identify gaps/ needs for crucial resources as inputs to budget preparation.</li><li>2. Gather, organize and analyze data on the implementation of the planning systems as basis for systems enhancements.</li><li>3. Draft research proposals based on identified research agenda for approval and conduct.</li><li>4. Draft proposed policies based on the results of research studies.</li><li>5. Prepare draft advocacy plan on policies formulated for implementation.</li><li>6. Gather data to monitor and evaluate policy implementation.</li><li>7. Assist schools' division in implementing localized policies.</li></ol>
<b>Policies and Standards</b>	<ol style="list-style-type: none"><li>1. Recommend research agenda for the region based on findings of monitoring and evaluation and other reports conducted by the RO and SDO.</li></ol>
<b>Research</b>	<ol style="list-style-type: none"><li>1. Gather and analyze data to identify problem areas for research by the Region.</li><li>2. Recommend research agenda for the approval of the Regional Director.</li><li>3. Coordinate with TEIs and NGOs in the conduct of the research studies.</li><li>4. Recommend to management research findings to be disseminated through management meetings and newsletters to ensure awareness and utilization of research findings.</li><li>5. Provide technical assistance to school's divisions in the conduct of action researches.</li><li>6. Generate technical support from TEIs and NGOs for access to research data, expertise to facilitate data gathering and research completion.</li></ol>



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Enclosure B to Region Memorandum AD-2024-025

**NOTICE OF VACANCY**  
**May 29, 2024**

Position/Salary Grade	<b>Education Program Specialist II/16</b>
Monthly Salary	<b>Php 39,672.00</b>
No. of Position/ Place of Assignment	<b>1/Human Resource Development Division, DepEd SOCCSKSARGEN RO</b>
<b>Qualifications</b>	
Education	<b>Bachelor's degree in Education or its equivalent</b>
Experience	<b>2 years experiences in education research, development, implementation or other relevant experience</b>
Training	<b>4 hours of relevant training</b>
Eligibility	<b>PBET, Teacher, Career Service (Professional), Appropriate Eligibility for Second Level Position</b>

Duties and Responsibilities of an **Education Program Specialist II**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Program Development and Delivery</b>	1. Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context .
	2. Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors.
<b>Program Evaluation</b>	1. Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region .
	2. Conduct evaluation of PD interventions within the region.
<b>Liaison</b>	1. Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs).
	2. Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO.
<b>Secondary Duties</b>	1. Perform other functions as assigned.



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Enclosure C to Region Memorandum AD-2024-025

**NOTICE OF VACANCY**  
**May 29, 2024**

Position/Salary Grade	<b>Technical Assistant II (COS) for School Mental Health Program (ESSD-SHNS)/15</b>
Monthly Salary	<b>Php 35,000.00 per month</b>
No. of Position/ Place of Assignment	<b>1/Regional Office, DepEd SOCCSKSARGEN RO</b>
Premium	<b>10%</b>
<b>Qualifications</b>	
Education	<b>Bachelor's degree relevant to the job (e.g., psychology, social work, allied health)</b>
Experience	<b>One (1) year of relevant training</b>
Training	<b>Eight (8) hours of relevant</b>
Eligibility	<b>Career Service Professional (Second Level Eligibility) (License in psychology, guidance and counselling, or social work is an advantage)</b>

Duties and Responsibilities of **Technical Assistant II (COS) for School Mental Health Program**

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>School Mental Health Program</b>	<ol style="list-style-type: none"><li>1. Together with the permanent personnel designated as the School Mental Health Program Coordinator, serve as a focal and point person in the Regional Office regarding programs, projects, and activities on mental health in basic education;</li><li>2. Ensure integration and streamlining of mental health policies and programs in the region;</li><li>3. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region;</li><li>4. Manage network of resources for mental health promotion and basic services provision;</li><li>5. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, project, and activities;</li><li>6. Prepare technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;</li><li>7. Draft letters, memoranda, and other types of communications;</li><li>8. Coordinate and collaborate with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;</li><li>9. Attend meetings as assigned; and</li><li>10. Perform other functions as may be deemed necessary.</li></ol>



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Enclosure D to Region Memorandum AD-2024-025

**NOTICE OF VACANCY**  
**May 29, 2024**

Position/Salary Grade	<b>Technical Assistant I (COS) for School Mental Health Program (ESSD-SHNS)/10</b>
Monthly Salary	<b>Php 25,000.00 per month</b>
No. of Position/ Place of Assignment	<b>1/Regional Office, DepEd SOCCSKSARGEN RO</b>
Premium	<b>10%</b>
<b>Qualifications</b>	
Education	<b>Bachelor's degree relevant to the job (e.g., psychology, social work, allied health)</b>
Experience	<b>None required</b>
Training	<b>None required</b>
Eligibility	<b>Career Service Professional (Second Level Eligibility) (License in psychology, guidance and counselling, or social work is an advantage)</b>

Duties and Responsibilities of **Technical Assistant I (COS) for School Mental Health Program**

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>School Mental Health Program</b>	<ol style="list-style-type: none"> <li>1. Assist in the integration and streamlining of mental health policies and programs in the region;</li> <li>2. Assist in the provision of technical assistance in the implementation of various mental health programs, projects, and activities in the region;</li> <li>3. Assist in the management of network of resources for mental health promotion and basic services provision;</li> <li>4. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, project, and activities;</li> <li>5. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports and presentations among others regarding mental health programs, projects, and activities in the region;</li> <li>6. Assist in drafting letters, memoranda, and other types of communications</li> <li>7. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;</li> <li>8. Coordinate and collaborate with different offices in the Department, other concerned government agencies, partners, and mental health and activities as well as the delivery of mental health services and interventions;</li> <li>9. Attend meetings as assigned; and</li> <li>10. Perform other functions as may be deemed necessary.</li> </ol>



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



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Enclosure E to Region Memorandum AD-2024-025

**NOTICE OF VACANCY**  
*May 29, 2024*

Position/Salary Grade	<b>Administrative Support II (COS) for Disaster Preparedness and Response Program (ESSD-DRRM)/8</b>
Monthly Salary	<b>Php 20,000.00 per month</b>
No. of Position/ Place of Assignment	<b>1/Regional Office, DepEd SOCCSKSARGEN RO</b>
Premium	<b>Php 2,000.00</b>
<b>Qualifications</b>	
Education	<b>Completion of at least two (2) years in college; or Senior High School graduate with relevant specialization</b>
Experience	<b>One (1) year of relevant experience</b>
Training	<b>Eight (8) hours of relevant training</b>
Eligibility	<b>None required</b>

Duties and Responsibilities of **Administrative Support II (COS) for Disaster Preparedness and Response Program**

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Disaster Preparedness and Response Program</b>	1. Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.





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Enclosure F to Region Memorandum AD-2024-025

**NOTICE OF VACANCY**  
**May 29, 2024**

Position/Salary Grade	<b>Administrative Aide VI (Clerk III)/06</b>
Monthly Salary	<b>Php17,533.00</b>
No. of Position/ Place of Assignment	<b>1/Records Section, Administrative Division, DepEd SOCCSKSARGEN RO</b>
<b>Qualifications</b>	
Education	<b>Completion of 2 years studies in college</b>
Experience	<b>None required</b>
Training	<b>None required</b>
Eligibility	<b>Career Service (Sub professional) First Level Eligibility</b>

Duties and Responsibilities of an **Administrative Aide VI (Clerk III)**

<b>KEY RESULT AREA/S</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>RECORDS MANAGEMENT SYSTEM</b>	<ol style="list-style-type: none"><li>1. Receive, record and file documents according to the recommended filing system.</li><li>2. Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed.</li><li>3. Retrieve records requested by the AO V - Records Officer and keep track of the whereabouts of the original document.</li></ol>
<b>RECEIVING AND RELEASING</b>	<ol style="list-style-type: none"><li>1. Receive and record all documents brought to the records office.</li><li>2. Release, routes or files non-routine critical documents as classified by the Records Officer.</li></ol>
<b>DOCUMENTATION AUTHENTICATION AND VERIFICATION</b>	<ol style="list-style-type: none"><li>1. Assist AO V -Records Officer in document authentication and verification following protocol for such.</li><li>2. Receives request for certifications and gathers the data required to prepare the certification for the approval of the AO V - Records Officer.</li><li>3. Prepares certifications for the signature of the appropriate management level.</li></ol>
<b>REPORTING</b>	<ol style="list-style-type: none"><li>1. Gather data and information required in the preparation of annual and other administrative reports.</li><li>2. Implement process for conducting and annual inventory of records and submit findings to AO V- Records Officer.</li></ol>
<b>ADMINISTRATIVE AND SECRETARIAL SUPPORT</b>	<ol style="list-style-type: none"><li>1. Coordinate training/ orientation schedules and logistics on records management to staff in the schools' division, schools and learning centers.</li><li>2. Provides assistance and administrative support to training and conferences as assigned.</li><li>3. Prepares or encodes into electronic format word documents and other presentation materials.</li><li>4. Coordinates with concerned party and prepare documents needed in the operations of Administrative Division (e.g. petty cash, supplies and equipment for Records Section, travel arrangements for AO V.</li><li>5. Receives calls and visitors and attends to their concerns as well as follows through on their inquiries.</li></ol>



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**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 **June 10, 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/Rating<sup>2</sup>, 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](mailto:hrmpsb.region12@deped.gov.ph)

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.**