



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

Office of the Schools Division
Superintendent

02 Jan 2025

DIVISION MEMORANDUM
OSDS No. **003** s. 2025

NOTICE OF VACANCY FOR PROJECT DEVELOPMENT OFFICER II (DRRM)

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/Principal In-charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the following vacant positions:

a. Position Title: Project Development Officer II

b. Position Details:

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Project Development Officer II	1	OSEC-DECSB-PDO2-840142-2014	School Governance and Operations Division

c. CSC Qualification Standards

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Project Development Officer II	15	38,413.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position

Duties and Responsibilities of **Project Development Officer II**

DepEd Project Development Officer II (DRRM) ensures the safety and learning continuity, institutionalizes Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE),



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and strengthens the resilience of basic education in the context of natural and human-induced hazards.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Risk-Informed Plans, Policies, and Standards	<ol style="list-style-type: none"> 1. Review existing plans, policies and standards 2. Develop/enhance and disseminate risk-informed plans, policies, and standards for implementation.
Partnerships for Strengthening Resilience	<ol style="list-style-type: none"> 1. Identify areas for partnerships with external partners on DRRM, CCA and EiE programs. 2. Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners. 3. Participate in International events/conferences. 4. Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery. 5. Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.
DRRM Information System (DRRMIS) and Research	<ol style="list-style-type: none"> 1. Create uniform templates to accommodate the required data and provide feedback to the different DepEd offices and partners. 2. Enhance data handlers' knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software. 3. Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references. 4. Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas. 5. Conduct evidence-based research relative to DRRM, CCA, and EiE as the basis for risk-informed policy and standard formulation and program implementation.
Resilience Education	<ol style="list-style-type: none"> 1. Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum. 2. Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.
Information, Education, and Communication (IEC)	<ol style="list-style-type: none"> 1. Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE. 2. Develop/enhance and disseminate IEC and



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and Advocacy for Resilience	advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration). 3. Create a communication campaign on safety and resilience. 4. Establish a library on IECs for DRRM, CCA, and EiE (hard and digital). 5. Provide regions, divisions, and schools support and assistance, enabling an early return to normal operations and recovery towards resilient development.
Learning Continuity and Resilience Interventions	1. Provide interventions for the well-being of affected personnel and learners. 2. Facilitate the support and assistance to divisions, and schools, enabling an early return to normal operations and recovery towards resilient development. 3. Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.
Monitoring and Evaluation of DRRMS Comprehensive School Safety Initiatives	1. Monitor the progress of DRRMS' comprehensive school safety initiatives 2. Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.

The Deped Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and sent to the address below:

d. Documentary Requirements

- i. Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;



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- iii. Photocopy of Certificate of Eligibility from Civil Service Commission;
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Relevant Trainings ;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. 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 OO7, s. 2023: Annex C; and
- x. 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 d (viii) is not relevant to the position.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

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 Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-Teaching Positions: SG 10-23 and SG 27 As per DepEd Order 21, s. 2024:

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



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Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

3. The deadline for submission of pertinent documents shall be on **January 8, 2025** at the Division Office. No pertinent papers shall be accepted thereafter.
4. 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.
5. Applicants are advised to submit One (1) Set of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSCOOnlineRegistrationofApplicants> for your online registration.
6. 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.
7. 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.
8. For any inquiries, please refer to to Ma. Luz E. Estember, Administrative Officer IV or email through maluz.estember001@deped.gov.ph or at the Office of the Assistant Schools Division Superintendent.
9. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: None
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects



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EMPLOYMENT HIRING
RECRUITMENT SELECTION

MLE/DM- notice of vacancy for Project Development Officer II
0000/January 2, 2025



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