



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DA - 2023 - 02 - 019
DEPED MALAYBALAY CITY DIVISION
RELEASED
FEB 20 2023
DATE: _____ TIME: 11:30
By: _____

DIVISION ADVISORY

No. 019 s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads, Non-Implementing Units
This Division

FROM: VICTORIA V. GAZO, PhD., CESO V
Schools Division Superintendent

RE: ANNOUNCEMENT OF CAREER OPPORTUNITY/IES: VACANCIES IN
THE REGIONAL OFFICE

DATE: February 20, 2023

This is to disseminate Regional Memorandum No. 84, s. 2023 re: Announcement of Career Opportunity/ies: Vacancies in the Regional Office – Policy Planning and Research Division (PPRD) which deadline of submission of application documents is on March 15, 2023, 5:00 PM.

Please see attached Regional Memorandum for guidance and further instructions.

Copy furnished:
Records Unit

TO BE POSTED ON DIVISION WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



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[Handwritten Signature]

2/15/23

15 Feb 2023

REGIONAL MEMORANDUM

No. 04, s. 2023

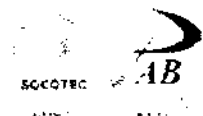
**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
VACANCIES IN THE REGIONAL OFFICE - POLICY PLANNING
AND RESEARCH DIVISION (PPRD)**

To: Assistant Regional Director
 Schools Division Superintendent
 Assistant Schools Division Superintendent
 RO Chiefs
 All Others Concerned

1. This Office calls for the submission of Applications for the vacant positions in the Regional Office- Policy Planning and Research Division (PPRD), until **March 15, 2023, 5:00 PM**. Copy of the duties and responsibilities of the vacant positions are enclosed herewith to serve as reference.
2. This ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Prescribed Qualifications

VACANT POSITION	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Planning Officer III	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility
Statistician I	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility



Required Competencies

- a. *Core Behavioral Competencies:* Self Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- b. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills

4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be as follows:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Planning Officer III	2023-PPRD-PLO3_Full Name	2023-PPRD-PLO3_Juan D. Cruz
Statistician I	2023-PPRD-STAT1_Full Name	2023-PPRD-STAT1_Juana D. Cruz

5. **The PDF file must be sent to pprd@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
- d. Photocopy of Certificate of Eligibility; Report of Rating OR photocopy of valid and updated PRC License
- e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
- f. Duly signed Service Record
- g. Photocopy of Certificates of Training
- h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment
- i. Photocopy of Latest Appointment, if applicable
- j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item h' is not relevant to the position to be filled
- k. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/ Authorship and for having been a Resource Speaker

6. All who are interested to apply on either of the vacant positions are enjoined to fill out this online form <https://www.deped.gov.ph/online-forms> if interested to join the orientation for applicants on **February 22, 2023**. The link for the virtual orientation will be sent to the email indicated by the applicant in the online form.

7. Only applicants who are included in the Selection Line-Up, as reflected in the Regional Website: _____, will further undergo the selection process.

8. This Office shall issue another memorandum relative to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSEB) and the target schedule for this ranking.

9. This Office shall observe the Equal Employment Opportunity Principle (EEOE) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.


10. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III

Regional Director


To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Planning Officer III	Salary Grade	18
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division		Unit/Division	Policy Planning and Research Division
Reports to	Chief Education Program Supervisor	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users</p> <p>To monitor and evaluate implementation of policies and guidelines related to planning and education data management systems at the Schools Division.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors Degree Relevant to the Job		
Experience	2 years of relevant experience		
Eligibility	Career Service (Professional) Second Level Eligibility		
Trainings	8 hours relevant training		
B. Preferred Qualifications			
Education			
Experience	<i>at least 1 year experience in DepED ICT literate: word, data processing, spreadsheet and presentation software, internet Computer literate (word processing, spreadsheets, presentation software, internet use)</i>		
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES	
Planning Frame, Systems And Plans	A. Budget Proposal preparation <ul style="list-style-type: none"> • Analyze Gaps/Needs for crucial resources by consolidating identified needs in their education plans. • Assist Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal • Analyze basic education data and provide valid, accurate, timely and relevant data and information for planning • Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region. • Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management. • Facilitate endorsement of the Budget Proposal by the Regional Development Council (RDC) 	
Policies And Standards	B. Budget Execution <ul style="list-style-type: none"> • Summarize PAPs with the Allocation from the NEP/GAA • Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans • Guide the School Divisions and RO-Functional Divisions Staff in preparing their annual operational plans to • Validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness. 	<ul style="list-style-type: none"> • Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context. • Draft policies and guidelines on Implementation of specified standards.
Education Data Mgmt System	<ul style="list-style-type: none"> • Update and maintain the systems utilized in Data Center of the Region and conducts periodic quality checks. • Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and updating of the technological hardware and 	



 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Statistician I	Salary Grade	11
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division		Unit/Division	Policy Planning and Reseach Division
Reports to	Chief Education Program Supervisor	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
Maintains the basic education database of the RO and provide processed basic education data as may be required in the implementation of the policy and planning system, as well as in the preparation of regular and special reports			
To provide support to the schools divisions in maintaining data quality and access.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree		
Experience	No required experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education			
Experience	At least 1 year relevant experience Computer literate (word processing, spreadsheets, presentation software, internet use)		
Eligibility			
Trainings	4 hours training		

KRA	DUTIES AND RESPONSIBILITIES
Education Data Mgmt System	<ul style="list-style-type: none"> • Encode into the data base system reliable and updated basic education data to generate reliable and updated reports. • Maintain a functional basic education information system by regular data clean up and system maintenance to make data available at all times. • Analyze user request for data and process education data in different formats (tabular, graphical, etc.) to respond to user requirement. <p>Specific to the EBEIS</p> <ul style="list-style-type: none"> • Generate EBEIS-QC, EBEIS-PI, EBEIS-SSM • Compile Form 3 by School Division for validation purposes • Consolidate June enrolment data per week for media updates and Weekly Reports on Enrolment to DepEd CO • Organize data from BEIS and reports for data needed by the stakeholders/ Researchers • Update Records of NAT Results for planning • Organize data of the BEIS-PI to determine the education outcomes • Validate EBEIS Data for the Situational Analysis including Educational Resources • Organize EBEIS data for Report Cards to the Congressmen, City Mayors, and Governors
Research	<ul style="list-style-type: none"> • Analyze data requirement according to the objective of the research study and processed data in required format to be easily understood