



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. **443** s. 2023

**ANNOUNCEMENT OF VACANCIES OF PROJECT DEVELOPMENT OFFICER I
AND SCHEDULE OF SELECTION PROCESSES**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the division open ranking for the 34 vacant Project Development Officer I positions, this Schools Division, to be deployed in the following:
 - 33 Districts
 - One (1) Cluster of Schools (Romeo Acuña Santos MHS, GNVHS Annex and Batia HS)
2. Said open ranking aims to provide pool of qualified applicants to fill vacant Project Development Officer I positions.
3. SDO Bulacan preferred Qualification Standards (QS) for the said vacant positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Project Development Officer I/SG-11	Bachelor's degree relevant to the job	At least one (1) year relevant the duties and responsibilities of the position hereto attached	At least 4 hours of relevant training with knowledge in computer operation	CSC Professional (Appropriate Eligibility for Second Level Position)



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4. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
5. Attached to this Memorandum are the following:
 - a. Schedule of activities
 - b. Duties and Responsibilities of PDO I
6. Evaluation of applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education broken down as follows:

CRITERIA	POINTS SG 10-23 and SG 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

7. The original copies of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB) for the evaluation. Applicants are required to attach a list of documents submitted to be checked and received by the Records Unit. Only the submitted documents will be assessed by the HRMPSB. Documents which are submitted beyond the prescribed date will not be accepted.
 - a. Letter of Intent
 - b. Duly accomplished CSC Personal Data Sheet
 - c. Copy of Official Transcript of Records
 - d. Copy of Civil Service Eligibility
 - e. Updated Service Records or Certificate of employment, if any
 - f. Latest Approved Appointment or copy of transmittal to the CSC, if any



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- g. Performance Rating for the last rating period from the last promotion, if any
 - h. Certificates, MOVs and other documents determinants specified on DepED Order No. 07, s 2023
 - i. Omnibus Certification of Authenticity and Veracity of Documents
8. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual accounting and budgeting rules.
9. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

October 12, 2023
HRMPSB



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Enclosure No. 1, to the Division Memorandum No. s. 2023

Schedule of Activities

Date	Activity
On or before October 25, 2023	Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum to the Records Unit
October 26, 2023	Emailing of all candidates on the result of the initial evaluation
November 03, 2023	HRMPSB Deliberation – Evaluation of documents and preparation of Comparative Assessment Results Interview and Written Examination
November 6, 2023	Final Deliberation & evaluation of the result of the ranking
November 7, 2023	Submission of Comparative Assessment Result to the SDS for approval
November 8, 2023	Posting of result
	Preparation of deployment proposal



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, 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 Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT


I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

 <p>Department of Education</p> <p>Position Title Project Development Officer I</p> <p>Parentetical Title None</p> <p>Unit Elementary School or Junior High School</p> <p>Reports to School head</p> <p>Positions Supervised None</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: _____</p>
<p>JOB SUMMARY</p> <p>Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.</p>			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>		
<p>Experience</p>	<p>None required</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>None required</p>		

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	<ol style="list-style-type: none"> 1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a <u>basic analysis of data</u> related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	<ol style="list-style-type: none"> 1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders
Advocacy	<ol style="list-style-type: none"> 1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	<ol style="list-style-type: none"> 1. As may be assigned by the Supervisor