



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

DIVISION MEMORANDUM

No. 012 s. 2025

DIVISION OPEN RANKING FOR VARIOUS POSITIONS IN SDO BULACAN

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

1. This Office announces the Division Open Ranking for the following various vacant positions of SDO Bulacan on the schedule hereto attached:

One (1) Education Program Specialist (SMME)
One (1) Education Program Specialist (HRDD)

2. This activity aims to provide a list of qualified and interested applicants for the said positions.
3. The Preferred Qualification Standards for the position are as follows"

Position/Salary Grade	Education	Experience	Training	Eligibility
Education Program Specialist II, SG-16	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years of experience in education, research, development, implementation or other relevant experience	8 hours of relevant training	RA 1080 (Teacher)

4. Enclosed to this Memorandum are the following:

- 4.1.1 Schedule of recruitment and selection
- 4.1.2 Special HRMPSB Composition
- 4.1.3 Duties and responsibilities for the position

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5. This Office emphasizes the provision of equal opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations.
6. Expenses incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual budgeting and auditing rules.
7. Immediate and wide dissemination of this Memorandum is desired.


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

January 09, 2025
HRMPSB/hr



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Enclosure No. 4.1.1 to the Division Memorandum No. s. 2025

SCHEDULE OF RECRUITMENT AND SELECTION PROCESS

DATE	ACTIVITY
January 23, 2025	Deadline of submission of documents on Qualification Standards through the Records Unit (Notarized Checklist of requirements)
January 24, 2025	Initial evaluation of documents on QS
January 28, 2025	Emailing of qualified applicants
Assessment of documents shall be based on DepEd Order No. 007, s. 2023	
January 30, 2025	Orientation Assessment of documents Oral Interview and Written Examination
January 31, 2025	Submission of CAR to the SDS

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 (To be filled out by the applicant. Check if submitted)	Verification (To be filled out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
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 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.	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 assessment, 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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	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)electronic 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Hr Strategic Plans And Policies	<ul style="list-style-type: none"> • Gather data from reports, research findings and benchmark studies data as inputs to HRD needs assessment and findings as basis for HRD plans and programs. • Assist in preparing report on HR development needs and situation analysis to facilitate by providing the facts and data gathered • Assist in the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed.
Professional And Career Development	<ul style="list-style-type: none"> • Provide technical support in identifying professional and competency development needs of individual personnel in the schools division, implementing the system designed for such , in order to arrive at profiles on individual and group competency development needs. • Provide technical support in implementing system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
Training And Career Development Materials	<ul style="list-style-type: none"> • Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements. • Reproduce in print or electronic format training and development materials to be used as reference by participants. • Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning.
Scholarship And Professional Program Coordination	<ul style="list-style-type: none"> • Provide technical support in the screening and selection of applicants for scholarship by gathering additional data and coordinating acquisition of supporting documents as basis for final selection. • Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship. • Provide support in the registration of scholars in courses as needed. • Assist in monitoring, evaluating and submitting report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
Training And Development Records	<ul style="list-style-type: none"> • Gather and encode data and maintain records on training participants and training and development activities using data capture tools and instruments designed for the system.
Succession And Exit	<ul style="list-style-type: none"> • Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool • Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Collect records and documents of personnel in the candidate pool to create a portfolio for candidates to be used as reference in the selection process. • Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. • Gather data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace.
Employees Welfare	<ul style="list-style-type: none"> • Assist in gathering data on welfare needs of employees. • Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups. • Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs • Provide technical support in the conduct of monitoring and evaluation of employee welfare programs and submission of report on its status, progress, and impact in order to provide feedback to management.
Technical Assistance	<ul style="list-style-type: none"> • Assist in providing Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations

		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education					
Position Title	Education Program Specialist II		Salary Grade	16	
Parent/Thetical Title			Governance Level	Schools Division Office	
Office/Bureau/Service			Unit/Division	School Governance and Operations Division – School Management Monitoring and Evaluation	
Reports to	Senior Education Program Specialist		Effectivity Date		
Positions Supervised					
JOB SUMMARY					
<ul style="list-style-type: none"> To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress 					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Bachelor's degree in Education or its equivalent				
Experience	2 years experience in education research, development, implementation or other relevant experience				
Eligibility	4 hours of relevant training				
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position				
B. Preferred Qualifications					
Education					
Experience					
Eligibility					
Trainings					
KEY RESULT AREAS			DUTIES AND RESPONSIBILITIES		
Quality Management System			<ul style="list-style-type: none"> Gather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on: 		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ↳ School Planning ↳ School Based Management ↳ Implementation of Programs & Projects as basis for continuous improvement. • Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method. • Gather data as basis for M&E report on the performance of the Schools Division along: <ul style="list-style-type: none"> ↳ TA to schools and LCs ↳ Equitable Distribution of educational resources to schools and LCs • Gather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes.
Assessment	<ul style="list-style-type: none"> • Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework • Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use • Gather data to assess result of tracking progress and for grading purposes. • Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process. • Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.
School Compliance to Quality Standards (Public And Private)	<ul style="list-style-type: none"> • Information, Education and Advocacy Programs and Materials to Accreditation Standards • Validated documents of schools requesting permit to operate • Complete portfolio of documents of schools requesting to operate for submission to the regional office.
Research and Development	<ul style="list-style-type: none"> • Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
Technical Assistance to Schools and Learning Center	<ul style="list-style-type: none"> • Assist in the provision of Technical Assistance to schools and learning centers on the above areas.