



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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Office of the Schools Division  
Superintendent

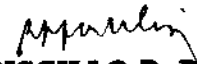
DIVISION MEMORANDUM  
NO. 131 s. 2022

18 FEB 2022

**ANNOUNCING THE VACANT POSITIONS AND EXTENSION OF DEADLINE  
FOR THE SUBMISSION OF APPLICATIONS AND UPDATED QUALIFICATION  
STANDARDS FOR THE CHIEF EDUCATION SUPERVISOR POSITION IN THE  
DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To : Assistant Schools Division Superintendents  
Chiefs, CID & SGOD  
Public Schools District Supervisors/District In-Charge  
All Others Concerned

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1. Attached are DepEd Regional Memorandum No. 0129 & 0130, s. 2022 announcing the vacant positions and extension of deadline of submission of applications and updated qualification standards for the Chief Education Supervisor position in the Department of Education Regional Office VII, for everyone's information and guidance.
  2. For details, please see attached communications.
  3. Wide dissemination of this memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent 2/18/22

SPP/JMA-MKP-NLR/AdsP/jtlaz  
February 18, 2022



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Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

2022-07-20/2

REGIONAL MEMORANDUM  
 No. 120, s. 2022

**Announcing the Vacant Position in the Department  
 of Education Region VII**

To: Schools Division Superintendents  
 All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board, announces the vacant position with the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Chief Administrative Officer SG-24 (PhP 88,410.00)	1	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	DepEd RO VII- Administrative Services Division

2. The DepEd Region VII adheres to the Equal Employment Opportunity Principle (EEOP) wherein, all qualified applicants are evaluated based on merit, fitness, competence and transparency regardless of sex, sexual orientation, gender identity, age, civil status, religion, ethnic background, disability, political affiliation.

3. Interested and qualified applicants are advised to signify their intent to apply in writing with three (3) copies of the following required documents:

- 3.1 Letter of Intent;
- 3.2 Duly accomplished Personal Data Sheet (PDS)/CSC Form 212;
- 3.3 Transcript of Records/ School Records;
- 3.4 Certificate of Eligibility;
- 3.5 Service Record/ Certification of Employment;
- 3.6 Performance rating for the last three (3) rating period prior to the screening;
- 3.7 Certificate of Training/ Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
- 3.8 Outstanding Accomplishment/s (if any); and



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Nos.: (032) 231-1433; (032) 414-7399  
 Email Address: region7@deped.gov.ph

3.9 Notarized Omnibus Sworn Statement attached as Enclosure 1.

4. Applicants may submit their applications at the Records Section of the DepEd Region VII, Sudlon, Lahug, Cebu City or send soft copies of their documents through this link: <https://region7.deped.gov.ph/join-us/> or email at [hrmpsb.ro7@deped.gov.ph](mailto:hrmpsb.ro7@deped.gov.ph) on or before February 28, 2022.


5. The job description of the abovementioned position is attached as Enclosure 2.

6. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished Personal Data Sheet (DPS)/CSC Form 212.

7. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone number: (032) 414 7366 or email address: [hrmpsb.ro7@deped.gov.ph](mailto:hrmpsb.ro7@deped.gov.ph).

8. Expenses incurred by the HRMPSB relative to the conduct of the selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director *Jim*

STJ/CAE/ASD/IFC/arc

## AFFIDAVIT OF AUTHENTICITY AND VERACITY

I \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, after being sworn to in accordance with law, hereby depose and state:

1. I am applying for the position of \_\_\_\_\_ pursuant to the posted vacant positions of the Department of Education Region VII.
2. I have submitted the following documents as part of the requirements for my application (enumerate):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. I am executing this Affidavit to attest to the authenticity and veracity of all the foregoing documents.


By executing this Affidavit, I hereby authorize the DepEd RO7 HRMPSB to verify the authenticity of the above mentioned documents.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_ Philippines, affiant exhibiting to me his/her Valid ID \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_

Notary Public

Doc. No.  
Page No  
Book No.  
Series of 2022.

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Chief Administrative Officer	<b>Salary Grade</b>	24
<b>Parentetical Title</b>		<b>Governance Level</b>	Regional Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Administrative Division
<b>Reports to</b>	Regional Director	<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
<p>To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education.</p> <p>To provide the regional management with technical advice in the management and administration of the regional office.</p>			
<b>QUALIFICATION</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Masters degree in Education or other relevant Masters degree		
Experience	4 years relevant experience in management and supervision		
Eligibility	RA 1080 (Teacher)		
Trainings	24 hours training in management and supervision		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>Policies And Guidelines</b>	<ol style="list-style-type: none"> <li>1. Implement Administrative guidelines and issuances from CO and government oversight agencies ,</li> <li>2. Recommend other issuances and guidelines relevant to the RO and implement when approved.</li> </ol>
<b>Personnel Administration</b>	<ol style="list-style-type: none"> <li>1. Reviews, recommends for approval or approves documents by Personnel Section in matters requiring his/her action (e.g. service records, Form 6&amp;7, service records)</li> <li>2. Review and recommends all pertinent personnel actions for the approval of the RD</li> <li>3. Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations</li> <li>4. Certify on the appointment papers that vacant positions have been published</li> </ol>
<b>Salary And Benefits Administration</b>	<ol style="list-style-type: none"> <li>1. Management of the Payroll Unit</li> </ol>
<b>Records Management</b>	<ol style="list-style-type: none"> <li>2. Review and validate documents authenticated and verified by Records for release to requesting party.</li> <li>3. Validate and sign certifications issued by Records.</li> <li>4. Review Annual and Administrative Reports submitted by Records and follows through recommendations.</li> <li>5. Review process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations.</li> <li>6. Present to the RO management "Report on the Conduct of Annual Inventory of Records" and follows through on recommendations.</li> </ol>
<b>Cash Management</b>	<ol style="list-style-type: none"> <li>7. Provide oversight on cash management functions</li> <li>8. Review and check for accuracy and validity and endorse all report on cash collection, disbursement and liquidation to Accountant.</li> <li>9. Review and approve advice of checks issued and cancelled for submission to the Bureau of the Treasury and Authorized Government Depository Bank</li> </ol>
<b>Supply And Procurement</b>	<ol style="list-style-type: none"> <li>1. Review the consolidated Annual Procurement Plan (APP) prepared by Supply and Procurement and validates with budget.</li> <li>2. Review Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed.</li> </ol>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> <li>3. Reviews "Disposable Material Inventory and Inspection Report " and "Report of Waste Materials" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials.</li> <li>4. Conduct monitoring of equipment, materials and other issuances against Invoice Receipt of Property (IRP) .</li> </ol>
<p><b>Security And Custody Of Properties</b></p>	<ol style="list-style-type: none"> <li>1. Develops together with management an "RO Safety and Security Plan" and monitors implementation of such plan.</li> <li>2. Search and Initiate procurement of services of a Security Agency for the RO and manage the contract with the agency.</li> </ol>
<p><b>Maintenance of RO Grounds And Facilities</b></p>	<ol style="list-style-type: none"> <li>1. Develop and implement plans for the RO office configurations and utilization and initiate necessary constructions for the various offices in the RO.</li> <li>2. Initiate procurement of Janitorial Services for the RO and terminate contract with service provider as necessary.</li> <li>3. Develop and implement a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation.</li> <li>4. Act on concerns and issues on utilities to ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.)</li> <li>5. Develop and implement with management an RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities.</li> </ol>
<p><b>Administrative Services Performance</b></p>	<ol style="list-style-type: none"> <li>1. Prepare and manage the budget for Administrative and submits this to be part of the RO Budget.</li> <li>2. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets.</li> <li>3. Integrate and submit accomplishment report of Admin. Services to inform management of progress, issues, and challenges for corrective action.</li> </ol>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none"> <li>4. Conduct Performance Appraisal Feedback and</li> <li>5. Ratings on direct reports towards continues improvement of performance</li> <li>6. Prepares and implements a Professional Development Plan for Administrative Services personnel</li> <li>7. Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</li> <li>8. Conducts regular Meetings of Administrative Services staff for regular updates and work coordination.</li> <li>9. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems</li> </ol>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES OF SUPERVISORY/MANAGERIAL POSITIONS
<p>Note: The Chief will provide support to the Director in the execution of these functions in his/her respective office and level.</p>	
<p><b>Planning</b></p>	<ol style="list-style-type: none"> <li>1. Prepares and submits for approval the Annual Work Plan of the concerned office.</li> <li>2. implements the budget call for the office. Prepares the annual budget of the office based on previous budgets and as required by the Annual Work Plan and the operations of the office. Submits to superior for approval and consolidation into the DepEd Budget.</li> <li>3. Plans for and recommends additional manpower requirements and accompanying costs for new projects or programs.</li> </ol>
<p><b>Performance Management</b></p>	<ol style="list-style-type: none"> <li>1. Implements the approved Work Plan and Budget of the office</li> <li>2. Reviews and aligns existing work assignments and processes with the approved Work and Financial Plan to ensure that plans, objectives and targets of the office are achieved.</li> <li>3. Regularly monitors and evaluates the office performance according to its KRAs and targets</li> <li>4. Initiates and proposes action plans to address issues and concerns. Reviews existing processes, systems and procedures and recommends improvements to enhance efficiency and effectiveness of the office.</li> </ol>
<p><b>People Management</b></p>	<ol style="list-style-type: none"> <li>1. Participates in the screening and selection process of qualified individuals to be hired for vacant positions in the office.</li> <li>2. Coordinates with the BHRD and NEAP to address learning and development needs of the team members in the performance of their functions. Provides recommendations for additional training and</li> </ol>



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES OF SUPERVISORY/MANAGERIAL POSITIONS
	<p>development interventions for team members with leadership potential.</p> <ol style="list-style-type: none"> <li>3. Provides coaching and guidance to the subordinates in the performance of their functions</li> <li>4. Monitors and evaluates individual and team performance against set targets and KPIs.</li> <li>5. Conducts performance evaluation for subordinates.</li> <li>6. Reviews performance appraisals prepared by Section or Unit Chiefs. Approves recommendations for personnel action.</li> </ol>
<b>Management Reports</b>	<ol style="list-style-type: none"> <li>1. Validates and finalizes all communications, dispatches and reports related to the transactions given action by the office to ensure clarity and completeness</li> <li>2. Provides technical inputs and feedback on transactions given action or activities undertaken by the office for management information and decision-making.</li> </ol>
<b>Management of Finance and Administrative Matters</b>	<ol style="list-style-type: none"> <li>1. Ensures that the office has sufficient resources (e.g. office space, equipment, furniture, supplies, etc.) for efficient operations and implementation of programs and projects</li> <li>2. Monitors the implementation of projects and programs to ensure completion according to plan or specifications within the required time and budget.</li> <li>3. Monitors office and staff compliance with DepEd and government rules and regulations on financial and administrative transactions, i.e. liquidations of cash advances and Travel Expense Vouchers (TEVs); annual submission of Statements of Assets and Liabilities, others.</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. Performs other duties as may be assigned by superior.</li> </ol>



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

2022 FEB 22

REGIONAL MEMORANDUM  
 No. 100, s. 2022

**Extension of Deadline for the Submission of Applications and Updated Qualification Standards for the Chief Education Supervisor Position in the Department of Education Region VII**

To: Schools Division Superintendents  
 All Others Concerned

1. This Office hereby announces the extension of deadline for the submission of applications for the vacant positions as disseminated through RM No. 0090 titled **"Announcing the Vacant Position in the Department of Education Region VII"**, from February 19, 2022 to February 28, 2022.


2. All are advised of the updated Qualification Standards for the Chief Education Supervisor:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Chief Education Supervisor SG-24 (PhP 88,410.00)	1	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	DepEd RO VII-Field Technical Assistance Division

3. Applicants may submit their applications at the Records Section of the DepEd Region VII, Sudlon, Lahug, Cebu City or send soft copies of their documents through this link: <https://region7.deped.gov.ph/join-us/> or email at [hrrmpsb.ro7@deped.gov.ph](mailto:hrrmpsb.ro7@deped.gov.ph).

4. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone number: (032) 414 7366 or email address: [hrrmpsb.ro7@deped.gov.ph](mailto:hrrmpsb.ro7@deped.gov.ph).

5. Immediate dissemination of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director IV  
 Regional Director

STJ/CAE/ASD/IFC/arc



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