



Republic of the Philippines
Department of Education
 Region III
 Schools Division of Angeles City

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OF ANGELES CITY
RELEASED
 BY: *[Signature]* SEP 28 2023

September 27, 2023

DIVISION MEMORANDUM
 NO. 350, s. 2023

**RECRUITMENT, SCREENING AND SELECTION FOR
 PROJECT DEVELOPMENT OFFICER I POSITION**

TO : Assistant Schools Division Superintendent
 Chief SGOD and OIC-Chief CID
 Officials OSDS, CID and SGOD
 School Heads, Public Elementary, Secondary and Senior High School
 All Others Concerned

3. The field is hereby informed that the recruitment, screening and selection for vacant Project Development Officer I position is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Orientation of applicants on the duties, functions, requirements and school assignments.	Oct. 16, 2023	3:00pm	https://meet.google.com/zxv-zbvy-aen Otherwise, to join by phone, dial +1 443-461-5668 and enter this PIN: 614 742 621#
Deadline of Submission	Oct. 27, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Nov. 6, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	To be announced	8:30 am	L & D

4. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: PROJECT DEVELOPMENT OFFICER I	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: Elementary Schools	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: 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.	





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GENERAL DUTIES AND RESPONSIBILITIES

Program Management and Implementation

1. Facilitate the overall preparation and conduct of programs, projects, and facilities under the direct supervision of the school head:
 - 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 basic analysis of data 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

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

1. Disseminate advocacy resource materials to increase the awareness and understanding of the school community on the programs.

Secondary Duties

1. As may be assigned by the Supervisor.

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and are advised to join the online orientation and to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- 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 PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c) Photocopy of valid and updated PRC License/ID, if applicable;
- d) Photocopy of Certificate of Eligibility/Rating, if applicable;
- e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including 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;





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- i) Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
- k) Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i) 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; and
 - ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.


4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.

5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by DepEd Order No. 7 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

6. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.

8. Immediate dissemination of this Memorandum is desired.


RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

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

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/September 27, 2023

