



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

August 16, 2023

**DIVISION MEMORANDUM**

No. 016, s. 2023


**RECRUITMENT, SELECTION AND HIRING OF VACANT POSITIONS IN DEPED REGIONAL OFFICE XI: EDUCATION PROGRAM SUPERVISOR (QUALITY ASSURANCE DIVISION); ADMINISTRATIVE ASSISTANT I (ADMINISTRATIVE DIVISION); ADMINISTRATIVE ASSISTANT I (QUALITY ASSURANCE DIVISION); AND LEARNER RIGHTS AND PROTECTION FOCAL PERSON – CONTRACT OF SERVICE (OFFICE OF THE REGIONAL DIRECTOR)**

To : All Interested Applicants

1. Herewith is the DepEd RO XI Regional Memorandum AD-2023-163 re: Recruitment, Selection and Hiring of Education Program Supervisor (Quality Assurance Division); Administrative Assistant I (Administrative Division); Administrative Assistant I (Quality Assurance Division); and Learner Rights and Protection Focal Person – Contract of Service (Office of the Regional Director).
2. Enclosed also herewith are the Schedule of Recruitment and Selection process; and Request for Publication of Vacant Positions to CSC RO XI.
3. The DepEd Regional Office XI highly encourages all interested and qualified applicants, including person with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.
4. Immediate and wide dissemination of this memorandum is highly desired.

For and in the absence of the  
OIC-Schools Division Superintendent

  
**TITO M. ENDRINA, Ph.D.**  
Education Program Supervisor  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: 2023-106484 AUG 23 2023 TIME: 12:50 AM  
BY: 

Enclosed: As stated.

HR/QML



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

DepEd Schools Division Office - Davao Region

RECORDS  
DATE: 09 AUG 2023

106486  
3:24

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
AD-2023-163

To : Assistant Regional Director  
Schools Division Superintendents  
Regional Chiefs/Heads of Divisions/Sections/Units

Subject: RECRUITMENT, SELECTION AND HIRING OF EDUCATION PROGRAM SUPERVISOR (QUALITY ASSURANCE DIVISION); ADMINISTRATIVE ASSISTANT I (ADMINISTRATIVE DIVISION); ADMINISTRATIVE ASSISTANT I (QUALITY ASSURANCE DIVISION); AND LEARNER RIGHTS AND PROTECTION FOCAL PERSON- CONTRACT OF SERVICE (OFFICE OF THE REGIONAL DIRECTOR)

Date : August 02, 2023

Herewith is the publication of vacant positions in DepEd Regional Office XI – Education Program Supervisor (Quality Assurance Division), Administrative Assistant I (Administrative Division), Administrative Assistant I (Quality Assurance Division), and Learner Rights and Protection Focal Person – Contract of Service (Office of the Regional Director).

The DepEd Regional Office XI highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing, together with the pertinent documents scanned in PDF format and submit to the specified time and email address attached. Only those who submitted online shall be accommodated.

For immediate dissemination.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

Enclosed: As stated

ROA3/PS/ljtj

By:   
Date: Aug 9, 2023  
22485

By the Authority of the Regional Director:

**ROY T. ENRIQUEZ**  
Chief Administrative Officer  
Officer-In-Charge



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**  
Enclosure No. 1

**Schedule of Recruitment and Selection Process**

*(Education Program Supervisor, Administrative Assistant I, Administrative Assistant I, and Learner Rights and Protection Focal Person - COS)*

| Activities   | Schedule                           | In-Charge          | Venue   |
|--|------------------------------------|--------------------|---|
| 1. Publication of vacant position                  | July 28, 2023                      | HRMO III           | RO Bulletin and online modality                                 |
| 2. Submission of application documents             | July 28, 2023 to August 10, 2023   | Personnel Section  | personnel.region11@deped.gov.ph                                 |
| 3. Preliminary Screening                           | August 10, 2023 to August 14, 2023 | DepEd RO XI HRMPSB | Personnel Section and Office of the Assistant Regional Director |
| 4. Deliberation for Qualified Applicants           | August 11, 2023 (PM)               | DepEd RO XI HRMPSB | Waling-Waling Conference Hall or Microsoft teams                |
| 5. Online Orientation                              | August 14, 2023 (PM)               | Personnel Section  | Microsoft Teams   |
| 6. Posting of Initial Evaluation Results           | August 15, 2023                    | HRMO III           | 3 conspicuous places in RO                                      |
| 7. Open Ranking Activity and Skills Test           | August 16, 2023                    | Personnel Section  | Waling-Waling Conference Hall                                   |
| 8. Online Interview and Online Exam                | August 17, 2023                    | HRMPSB             | Microsoft Teams   |
| 9. Conduct Background Investigation                | August 17, 2023                    | HRMPSB Secretariat | Online / Email  |
| 10. HRMPSB final deliberation and CAR finalization | August 22, 2023                    | HRMPSB             | Microsoft Teams   |
| 11. Submission of CAR to the Appointing Authority  | August 23, 2023                    | HRMPSB             | Office of the Regional Director                                 |
| 12. Issuance of Appointments                       | August 24, 2023                    | HRMO III           | Personnel Section   |
| 13. Posting of Issued Appointments                 | August 25, 2023                    | HRMO III           | RO Bulletin and online modality                                 |



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

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**Office of the Regional Director**

Enclosure No. 2

**Request for Publication of Vacant Position/s to CSC RO XI**



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Republic of the Philippines  
Department of Education RO XI  
Request for Publication of Vacant Position/s

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education RO XI in the CSC website:

*James*  
**LEONIDES JIMMY T. JESURO, III**  
AO V/ HRMO III

Date: July 28, 2023

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item<br>No.            | Salary/ Job/<br>Pay Grade | Monthly<br>Salary | Qualification Standards  |                                 |   |  | Place of<br>Assignment |                               |
|-----|---|----------------------------------|---------------------------|-------------------|--|---------------------------------|---|--|------------------------|-------------------------------|
|     |   |                                  |                           |                   | Education  | Training                        | Experience  | Eligibility  |                        | Competency<br>(if applicable) |
| 1   | Education Program<br>Supervisor                           | OSEC-DECSB-<br>EPSVR-750019-2010 | 22                        | Php71,551.00      | Masters degree in Education or other<br>relevant Masters degree with specific area<br>of specialization  | 8 hours of<br>relevant training | 2 years experience as Principal<br>or Head Teacher or Master<br>Teacher | RA 1080 (Teacher)  |                        | QAD                           |
| 2   | Administrative<br>Assistant I                             | OSEC-DECSB-<br>ADAS1-750063-2014 | 7                         | Php18,620.00      | Completion of two-year studies in college<br>or High School Graduate with relevant<br>vocational/trade course  | None required                   | None required   | Career Service (Sub-<br>Professional) First Level<br>Eligibility |                        | AD                            |
| 3   | Administrative<br>Assistant I                             | OSEC-DECSB-<br>ADAS1-750060-2014 | 7                         | Php18,620.00      | Completion of two-year studies in college<br>or High School Graduate with relevant<br>vocational/trade course  | None required                   | None required   | Career Service (Sub-<br>Professional) First Level<br>Eligibility |                        | QAD                           |
| 3   | Leamer Rights and<br>Protection Focal<br>Person           | LRPO-FC-COS-<br>2023-001         | 11                        | Php27,500.00      | Bachelors degree related to child<br>protection, allied health course, or related<br>course specializing in research, data<br>management, and validation | 8 hours of<br>relevant training | 1 year of relevant experience   | None   |                        | ORD                           |

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing. Submit the PDF scanned application documents to [personnel.region11@deped.gov.ph](mailto:personnel.region11@deped.gov.ph) not later than August 10, 2023.

1. Letter of Intent addressed to Allan G. Farnazo, Director IV, DepEd Regional Office XI;
2. Duly accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet if applicable; and with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Photocopy of latest Performance Rating covering one (1) year performance, if applicable;
4. Photocopy of Certificate of Eligibility/ Rating/ License/ ID, if applicable;
5. Photocopy of scholastic / academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
6. Photocopy of Service Record or Certificate of Employment, if applicable;
7. Photocopy of Certificates of Training, if applicable;
8. Certificates of awards, speakership, innovation, research and development project, publication and authorship, consultancy;
9. Omnibus Sworn Statement; and
10. Checklist of Requirements.

QUALIFIED APPLICANTS are advised to send through email their scanned application documents to:

**ALLAN G. FARNAZO**

Director IV

[personnel.region11@deped.gov.ph](mailto:personnel.region11@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

Enclosure No. 3

**General Functions of Positions**

| <b>Position</b>   | <b>Functions (Job Description)</b>   |
|---|--|
| Education Program Supervisor (Quality Assurance Division)   | Provides technical support in the implementation of the strategic and operation plans of the Region towards ensuring quality, accountability, and transparency by developing the components and mechanisms of the Quality Assurance Division systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against educational goals and performance targets of the Regional Office and Schools Division Offices. |
| Administrative Assistant I (Administrative Division – Office of the Chief Administrative Officer) | Provides administrative support in the effective and efficient operation of the Administrative Division, with Key Result Areas on secretarial / frontline services, administrative support, and records management.  |
| Administrative Assistant I (Quality Assurance Division)   | Provides administrative support to the management and staff in the effective and efficient operation of the Quality Assurance Division, with Key Result Areas on secretarial / frontline services, administrative support, and records management.   |
| Learner Rights and Protection Focal Person (Office of the Regional Director)                      | Assists in the implementation of the Child Protection Committee Functionality Assessment Tool and to assist the Legal Officer of the RO in monitoring administrative cases involving the violation of Learner Protection Policies. This Contract of Service position is from August 2023 to December 2023.   |



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