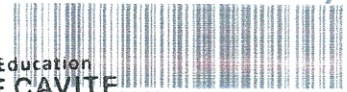




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Notice of Vacancy



Department of Education
DIVISION OF CAVITE

ED-44-RSF-22

VERSION NO. 1.0	REVISION NO. 0.3	EFFECTIVITY DATE 03 May 2019	Page 1 of 5
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NOTICE OF VACANCY

October 25, 2019

POSITION/Salary Grade : EDUCATION PROGRAM SUPERVISOR (EPS)/SG 22

Salary Per Month : PhP65,319.00 (NBC 575)

No. of Position/s and Place of Assignment : **1 Position:** Human Resource Development Division (HRDD)

QUALIFICATION STANDARDS (QS)

Education : Master's Degree in Education or other relevant Master's Degree with specific area of specialization

Experience : 2 years as Principal, or
2 years as Head Teacher, or
2 years as Master Teacher

Training : 8 hours of relevant training

Eligibility : R.A. 1080 (Teacher)

DUTIES AND RESPONSIBILITIES:

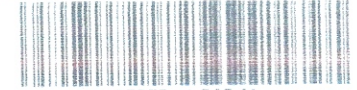
EDUCATION PROGRAM SUPERVISOR FOR THE HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

- ✓ Assist the Chief in conceptualizing, developing and implementing HRD framework, strategic plan and policies and localizing mechanisms of HRD systems to guide region and schools division in managing and developing its human resources.
- ✓ Conduct needs assessment, research and benchmark studies as basis for regional policy recommendations towards improving the management and development of the region's human resource.



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Notice of Vacancy



DEPED-44-RSF-02

VERSION NO. 1.0	REVISION NO. 0.3	EFFECTIVITY DATE 03 May 2019	Page 2 of 5
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- ✓ Monitor the schools divisions in their implementation of policies, guidelines, standards and processes on search, recruitment, selection and placement of human resource development, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job.
- ✓ Design process and tools to gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job)
- ✓ Design processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits
- ✓ Design processes and tools to monitor the conduct of orientation of new employees
- ✓ Provide inputs to the development and production or brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and in availing of its products and services
- ✓ Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRD development plan and for designing interventions
- ✓ Define and update Competency Models for the various job groups in the region to ensure relevant development tracts
- ✓ Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track
- ✓ Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies.
- ✓ Prepare and offer to the region and schools division a Calendar of Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track
- ✓ Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services
- ✓ Coordinate, conduct training programs according to its design and budget, and evaluate such programs periodically
- ✓ Continuously search for scholarship opportunities for personnel in the region
- ✓ Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization.



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Notice of Vacancy



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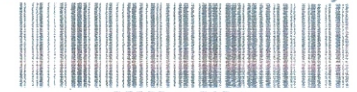
VERSION NO. 1.0	REVISION NO. 0.3	EFFECTIVITY DATE 03 May 2019	Page 3 of 5
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- ✓ Design professional and career development programs and prepare training packages that are needs-based, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools division human resource
- ✓ Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data
- ✓ Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions
- ✓ Operationalize the system for identifying candidate pools for critical positions in the region and schools divisions towards the preparation of a succession plan
- ✓ Design and implement Leadership Development interventions for high-potential candidates for vacated leadership positions
- ✓ Monitor the implementation of Retirement Programs for employees
- ✓ Review the Performance Management System and Guidelines and Rewards and Recognition Programs to recommend mechanisms for localizing systems, policies and guidelines to adapt the systems to the situation in the region and align to its development directions while ensuring consistency with the national policies and standards
- ✓ Design and Conduct Performance Management System orientation and training of managers and staff to ensure proper implementation
- ✓ Design information materials and conduct orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals
- ✓ Assess Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization
- ✓ Develop and manage Employee Welfare Strategies
- ✓ Conduct studies to identify the needs of employee groups according to life and career stage, gender, work conditions, etc. as basis for employee welfare programs
- ✓ Recommend enhancements to recognition and reward programs to maintain applicability and relevance
- ✓ Recommend employee welfare adjustments based on changes in employment laws and legislations pertinent to compensation, housing programs, health, cooperatives, etc. as basis for recommendations
- ✓ Publish relevant issuance and other documents on personnel management (Personnel handbooks of information)



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Notice of Vacancy



DEPED-4A-RSP-22

VERSION NO. 1.0	REVISION NO. 0.3	EFFECTIVITY DATE 03 May 2019	Page 4 of 5
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- ✓ Work with a cross-functional team of ES to identify the needs of an assigned cluster of schools division as basis for the region's provision of technical assistance
- ✓ Work with the HRD functional division team to identify and provide HRD interventions to respond to HRD related concerns of the schools divisions in the region

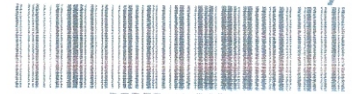
Interested applicants shall submit **documents with "ear tags" following the arrangements below:**

1. Letter of intent addressed to the Regional Director
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Photocopy of Licenses/Proof of Eligibility, authenticated by appropriate institution, i.e. PRC, CSC
4. Performance Ratings (duly signed) – 3 consecutive years (note: Summary of Ratings shall not be accepted)
5. Updated Service Record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO status
6. Outstanding Accomplishments (if any)
 - 6.1 Outstanding Employee Award/s
 - 6.2 Innovations
 - 6.3 Research and Development Projects
 - 6.4 Publication/Authorship
 - 6.5 Consultant/Resource Speaker in Trainings/Seminar
7. Transcript of Records (TOR), authenticated by the institution/university
8. Certificate of Training/s Attended (must be relevant to the position being applied, and not credited during the last promotion)
9. Latest approved appointment (if any)



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Notice of Vacancy



DEPED-4A-RSP-22

VERSION NO. 1.0	REVISION NO. 0.3	EFFECTIVITY DATE 03 May 2019	Page 5 of 5
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Interested applicants are advised to hand-in or send through courier their application to:


WILFREDO E. CABRAL
Director III
OIC, Office of the Regional Director
DepEd Region IV-A CALABARZON
Gate 2, Karangalan Village
1900 Cainta, Rizal

The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.

Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification thru email address/cell phone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and the panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

Applications shall be accepted until November 8, 2019.

Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.


WILFREDO E. CABRAL
Director III
Officer-In-Charge
Office of the Regional Director

NOTE: Only those applicants with complete requirements shall be entertained.

The Department of Education, Region IV-A CALABARZON adheres to the "Equal Employment Opportunity Principle (EEOP)". All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.