



Republic of the Philippines
Department of Education
 CARAGA REGION

November 5, 2020

REGIONAL MEMORANDUM
 No. 490, s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION CHIEFS
 ALL PERSONNEL AND STAFF
 This Region

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS
 IN THE REGIONAL OFFICE

1. This Office announces the acceptance of application for the following vacant positions with their corresponding minimum qualifications:

Position Title	SG	Level	Educational Qualification	Experience	Training	Eligibility
(1) PROJECT DEVELOPMENT OFFICER II (Public Affairs Unit)	15	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)
(2) ADMINISTRATIVE ASSISTANT I (Secretary I)	7	1	Completion of two years in college	none required	none required	Career Service (Sub-Professional)

2. Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter addressed to **FRANCIS CESAR B. BRINGAS, CESO V**, Officer-In- Charge, Office of the Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City or caraga.personnel@deped.gov.ph not later than **November 23, 2020**. The assessment process will start on **November 24, 2020**. Application submitted beyond the deadline and with incomplete documents will not be entertained.

1. Duly accomplished Personal Data Sheet with recent passport-sized picture (CS Form 2012 Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Photocopy of Certificate of Eligibility/License/ID;
3. Photocopy of Transcript of Records, with CAV / Scholastic/Academic Record;
4. Service Record / Certificate of Employment (if employed);
5. Photocopy of Certificates of Trainings Attended, if applicable;
6. Photocopy of the Latest Performance Ratings in the last three (3) rating periods preceding this publication;
7. Photocopy of Certificates of Recognition, Commendation, Awards received, if any;
8. Omnibus Sworn Statement of Authenticity and Veracity of Documents.



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3. The timeline for the selection process is indicated below. Applicants will be advised through a text message on how the conduct of the examination and interview will be undertaken.

Activities	Venue	Schedule
Filing of application with complete documents	Records/ Receiving Unit	November 4 - 23, 2020
Pre-evaluation of the applicant's qualifications viz-a-viz Qualification Standards	HRMO	November 4 - 23, 2020 (or upon receipt of application)
Submission of QS Evaluation to the HRMPSB for deliberation	ARD'S Office	November 25, 2020
Examination, Interview and Evaluation of documents:	RNEAP/ Online Modality	November 26, 2020
HRMPSB Final Deliberation and preparation of Comparative Assessment Results (CAR)	ARD'S Office	November 27, 2020
Submission to the Office of the RD	RD's Office	December 1, 2020
Posting of Results	RO Bulletin/ Online Modality	December 2, 2020
Conduct of Background Investigation, if necessary and as requested by the RD		December 3-4, 2020

4. Previous applicants must submit a letter of intent signifying their interest to re-apply. Applicants without letters of intent will not be included in the selection process.

5. DepEd Caraga strictly adheres to its equal employment opportunity policy and encourage qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiations, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

6. Immediate and wide dissemination of the contents of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
 Director IV
 Regional Director

Encls.: CSC Publication of Vacant Positions

Reference: NONE

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

EMPLOYMENT

RECRUITMENT

SELECTION

PER/srp
11/5/2020