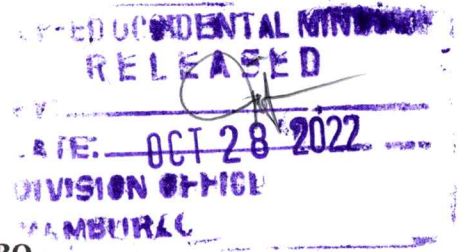




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



**Office of the Schools Division Superintendent**

**MEMORANDUM**

**000411**

**To :** OIC-Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

*By Authority of the OIC-SDS:*

**From:** LYNN G. MENDOZA  
OIC-Schools Division Superintendent

  
**RODEL S. MAGNAYE**  
OIC-Asst. Schools Div. Superintendent

**Subject:** CALL FOR APPLICANTS: VACANCIES IN THE DEPED MIMAROPA  
REGIONAL OFFICE

**Date:** OCTOBER 28, 2022

Attached is the communication from the Regional Office, Office of the Supervising Administrative Officer, OIC-Personnel Section, Elsie P. Parreño, inviting individuals to apply for the vacant positions in the Regional Office Proper, DepEd MIMAROPA, contents of which are self-explanatory.

Interested individuals shall address their application to:

NICOLAS T. CAPULONG PhD, CESO III  
Director IV  
Regional Director  
DepEd Regional Office IV, MIMAROPA, Meralco Ave, cor St Paul Road, Pasig City

Application with incomplete documents shall not be entertained.

All details on vacancies including the documentary requirements, qualifications, and eligibilities may be referred to the attachments.

For information and guidance.

ASDS Office\_rsm/10.28.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
occidental.mindoro@deped.gov.ph  
f DepEd Tayo Occidental Mindoro



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



Office of the Regional Director

October 21, 2022

**TO : REGIONAL OFFICE EMPLOYEES  
SCHOOLS DIVISION SUPERINTENDENTS  
OTHERS CONCERNED**

**ANNOUNCEMENT OF VACANCIES**

This is to announce the vacancies in the Regional Office and the corresponding requirements per 2007 Qualification Standards Manual. (see attached)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 31, 2022.

1. Letter of Intent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) strictly following CSC Memorandum Circular (M.C.) Nos. 11 and 16, s. 2017 and the "Guide in Filling Up the Personal Data Sheet" which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); complete with signature, photo, thumb mark and duly sworn and subscribed, failure to do so would be tantamount to disqualification)
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to visit the [dmrojas.depedmimaroparegion.ph](http://dmrojas.depedmimaroparegion.ph) and follow the instructions on online submission through the site or send their application to:

**NICOLAS T. CAPULONG, PhD, CESO III**

Director IV

Regional Director

DepED Regional Office IV, MIMAROPA, Meralco Avenue, cor. St. Paul Road, Pasig City  
[mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**This notice of vacancy is open to all applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, and political affiliation**

**ELSIE P. PARREÑO**  
Supervising Administrative Officer  
OIC, Personnel Section


AD-PS/RMDP



Meralco Avenue corner St. Paul Road, Pasig City

(02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799

[mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph) [f](https://www.facebook.com/DepEdMimaropaRegion) DepEd Mimaropa Region [globe](http://depedmimaroparegion.ph) [depedmimaroparegion.ph](http://depedmimaroparegion.ph)

	<b>Republic of the Philippines</b> <b>Department of Education</b> <b>MIMAROPA REGION</b>		
	<b>NOTICE OF VACANCY</b>		
Position Title	<b>ENGINEER III</b>		
Item No.	<b>OSEC-DECSB-ENG3-300023-2014</b>	Salary Grade	<b>19</b>
Parentetical Title	<b>NONE</b>	Monthly Salary	<b>49,835</b>
Governance Level	<b>Regional Office</b>	Unit/Division	<b>Education Support Services Division</b>
<b>JOB SUMMARY</b>			
<ul style="list-style-type: none"> <li>▪ To identify and respond to the needs of the region and Schools Division for the resources, technical assistance, and ability to implement sustainable programs and projects to establish safe and secure educational environment and facilities.</li> </ul>			
<b>QUALIFICATION STANDARDS</b>			
Education	Bachelor's Degree in Engineering Relevant to the Job		
Experience	2 years of relevant experience		
Eligibility	RA 1080 (Engineer)		
Trainings	8 hours of relevant training		
<b>KEY RESULT AREA/S</b>		<b>DUTIES AND RESPONSIBILITIES</b>	
<b>Policies and Standards For Educational Facilities</b>		<ol style="list-style-type: none"> <li>1. Study local conditions and situations towards formulating policies and setting standards on educational facilities for the region.</li> <li>2. Recommend regional policies as well as implementing rules and regulations to make operational national policies for dissemination through issuances, directives, guidelines and/or handbooks and manuals.</li> </ol>	
<b>Regional Educational Facilities Building Program</b>		<ol style="list-style-type: none"> <li>1. Prepare procurement requirements for constructions to be done in the region as inputs to the Annual Procurement Plan.</li> <li>2. Assist/coordinate in the procurement of resources for construction projects to ensure compliance with requirements for the Annual Procurement Plan.</li> </ol>	
<b>Quality Assurance</b>		<ol style="list-style-type: none"> <li>1. Checks the quality by which schools divisions monitor contractor's compliance of set standards based on their key inspection point reports and ocular visits.</li> <li>2. Recommends changes in program of works as needed.</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Inspects and recommends acceptance of completed projects in the regional office.</li> <li>4. Inspects accepted projects of Division Office engineers and recommends corrective action.</li> <li>5. Monitor/evaluate implementation of physical facilities programs/projects towards adjustments and continuous improvement in its implementation and outputs.</li> </ol>
<p><b>Technical Assistance</b></p>	<ol style="list-style-type: none"> <li>1. Provide technical inputs in the assessment of BAC documents related to educational facilities to validate submitted data for technical correctness.</li> <li>2. Consolidate data from schools divisions to determine needs related to the to provision of conducive learning environment such as: school buildings water and sanitation facilities, school furniture based on: database/inputs on project proposals, data validation, monitoring reports and TA needs assessments.</li> <li>3. Provide technical assistance to schools divisions on: <ul style="list-style-type: none"> <li>• procurement matters</li> <li>• demolition of buildings</li> <li>• site development plans</li> <li>• school building plans and specs</li> </ul> </li> </ol>

	<ol style="list-style-type: none"><li>11. Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li><li>12. Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li><li>13. Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li><li>14. Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li></ol>
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