



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City



14 April 2025

Honorable JOHN REYNALD M. TIANGCO
City Mayor
Navotas City

Thru: **Public Information Office**
Information and Communications Technology Office

S I R:

Greetings of Solidarity!

This is to respectfully furnish your office a copy of our Division Memorandum dated April 14, 2025 concerning the Hiring of Senior Education Program Specialist. May we request that this be posted and disseminated to the City's official Facebook and website page.

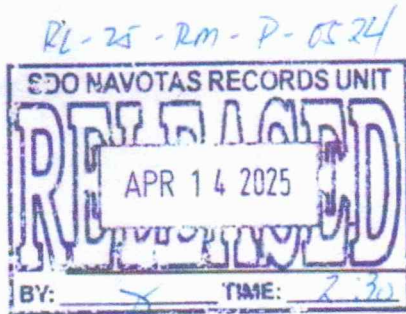
For other details, you may contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV (HRMO II), at genesissann.gonzales@deped.gov.ph or at (8)355-5032.

Thank you and more power!

Very truly yours,

MELITON P. ZURBANO
Schools Division Superintendent 4





Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

14 April 2025

MEMORANDUM

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Division Office Unit Heads
All Others Concerned

**SCREENING/ EVALUATION FOR
SENIOR EDUCATION PROGRAM SPECIALIST**

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation for related-teaching position to fill-up natural vacancy:

Position/s	No. of Position to be Filled	SG / Monthly Salary per NBC 591 s. 2023	Place/s of Assignment
SENIOR EDUCATION PROGRAM SPECIALIST	1	SG 19 P 56,390.00	SGOD – Social Mobilization and Networking

2. All interested in this position must be able to meet the **CSC Qualification Standards (QS) (Annex A)** before they can be shortlisted and proceed with the next step of the application process. Applicants who will not meet the minimum QS of the position and fail to submit the list of documentary requirements on the set deadline shall not be included in the list of applicants.
3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle (EEOP)**.
4. All interested applicants shall submit **2 sets** of requirements with tags/markers through the Records Section **on or before May 8, 2025, Thursday, until 5:00 pm ONLY** and all hard copies of the documents must also be submitted in clearly **scanned copies in PDF format** of all the requirements for presentation purposes only. These should be sent via email to **sdonavotas.personnel@deped.gov.ph** on or before the deadline. If there is a discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy.
5. All hard & soft copies must be arranged according to the requirements mentioned in **Annex B**. The criteria for computation of points of the applicants is also attached therein.



ONE NCR
**STRONGER
TOGETHER**



Bagumbayan Elementary School Compound, M. Naval St.,
Sipac-Almacer, Navotas City
BUDGET/ACCTG - (02) 8706-8296, CIO - (02) 8355-0514
HR - (02) 8355-5032, ADMIN - (02) 8332-7764
SGOD - (02) 8351-5797, LEGAL - (02) 8332-7985
navotas.city@deped.gov.ph https://depednavotas.ph
https://www.facebook.com/Navotas.Division

6. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement. The HRMO shall check and verify the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of an administrative or criminal case against the person concerned.
7. The selection of the most qualified applicants for the vacant positions shall be in accordance with section 86 of the ORAOHRA (CSC- 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) which states that "The appointing officer/ authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates".
8. It is reminded that no additional or supplemental documents/requirements will be accepted after the deadline of submission. The assessment and evaluation shall be based on the available documents submitted by the applicant, unless therefore the HRMPSB will request the applicant to submit additional documents for verification purposes only.
9. The Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform to their individual results.
10. As part of the recruitment and selection process, a background investigation may be conducted. It is also understood that upon submission of requirements, the applicant is authorizing the agency head/authorized representative to verify and validate the correctness of the documents submitted.
11. All interested applicants may register **on or before April 24, 2025 until 4:00pm** only <https://tinyurl.com/SDONavotasAprilHiring2025NT> to attend the online orientation.
12. Enclosed are the following:
 - Annex A: CSC Qualification Standards (QS) & Job Summary
 - Annex B: Criteria for Evaluation & List of Requirements
 - Annex C: Checklist of Requirements
 - Annex D: Timeline of Activities
 - Annex E: Authorization for background check
13. For queries, please contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV at **(8)355-50-32** or through email at sdonavotas.personnel@deped.gov.ph
14. Immediate and wide dissemination of this Memorandum is directed.


MELITON P. ZURBANO
Schools Division Superintendent

Annex A – CSC Approved Qualification Standards

Position	Education	Training	Experience	Eligibility
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or its equivalent and <u>completion of academic requirements</u> for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation , or other relevant experience	RA 1080 (Career Service (Professional) Appropriate Eligibility for Second Level Position
PLANTILLA ITEM NUMBER : SEPS- OSEC-DECSB-SREPS-30046-2015 vice Ma. Victoria De Jesus (retired)				
JOB SUMMARY FOR SENIOR EDUCATION PROGRAM SPECIALIST <ul style="list-style-type: none"> To provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education. KRA: Resourcing, Sustained Partnerships, Research and Development, Technical Assistance.				

Note: Upon receipt of the application, the HRMO shall conduct an initial evaluation of the applicants' qualification vis-a-vis the CSC-approved QS of the position to be filled. HRMO shall assess whether the applicants meet the minimum qualifications in terms of Education, Experience, Training and Eligibility requirements.

Annex B

CRITERIA FOR EVALUATION (DepEd Order No. 7 s. 2023)		Points
1	EDUCATION units and/or degree that exceed the minimum qualification requirements as defined in the CSC Approved QS, which shall be relevant to the position to be filled	10%
2	TRAINING hours that are relevant to the position applying for and exceed the minimum qualification requirements as defined in the CSC-Approved QS, acquired after the last promotion but within the last five (5) years.	10%
3	EXPERIENCE relevant to the position applying for that exceeds the minimum number of months/years as defined in the CSC-Approved QS shall be given corresponding points.	10%
4	PERFORMANCE ratings in the latest rating period with at least Very Satisfactory rating in the current/latest position and must cover a 1 year or 12 months rating period.	20%
5	Outstanding Accomplishments <ol style="list-style-type: none"> 1. Outstanding Employee Award 2. Innovation or Research 3. Subject Matter Expert / NTWG or Committee Membership 4. Resource Speakership / Learning Facilitation 5. NEAP Accredited Learning Facilitator 	5%
6	Application of Education Contribution made by an applicant to their workplace as a result of their learnings from Higher education degree and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled ** Points shall be given to applicants who have earned <u>higher education units or degrees beyond the minimum qualification of the vacant position</u> and have submitted the required Means of Verification (MOVs) for application of education.	15%
7	Application of Learning & Development Proven success of the learnings gained from the human resource development intervention done/attended by the applicant which must have led to significant positive result in their current or previous work.	10%
8	Potential (Written Examinations (5%), Skills or Work Sample Tests (10%), Behavioral Events Interview (5%))	20%
TOTAL		100%

Note: Applicants who will not be able to attend the scheduled evaluation, interview and exam shall not be given scores for the potential criteria.

Education Training and Experience (ETE) – The points for ETE, corresponding to the applicant's qualifications exceeding the minimum QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c in DepEd Order 7 s. 2023) and the Rubrics for Computation of Points for ETE (Table 3 of DepEd Order 7 s. 2023). Only those qualifications that are relevant to the position to be filled shall be given points.

List of Mandatory Requirements	
A	Letter of Intent addressed to the SDS (Dr. Meliton P. Zurbano) <i>State the <u>specific position</u> and <u>place of assignment</u> you are applying for</i>
B	Duly accomplished updated Personal Data Sheet (PDS) with Work Experience Sheet (CSC Form 212, Revised 2017) <i>Must indicate updated contact number and email address</i>
C	Photocopy of Valid and updated PRC License/ID.
D	Photocopy of Certificate of Eligibility/Board Rating.
E	Photocopy of scholastic/academic record (Transcript of Records (TOR) and Diploma , including completion of graduate and post-graduate units/degree, if available); Certificate of Completed Academic Requirements (CAR) signed by the registrar for those who have passed their Comprehensive Examinations. ** must be <u>relevant to the position</u> you are applying for
F	Photocopy of Certificate/s of Training held within the last five (5) years or after the last promotion (if applicable) ** must be <u>relevant to the position</u> you are applying for

G	Duly signed Service Record or Certificate of Employment whichever is/are applicable. ** must be relevant to the position you are applying for
H	Photocopy of the performance ratings in the latest rating period with at least Very Satisfactory rating in the current/latest position prior to the deadline of submission. ** must cover a 1 year or 12 months rating period.
I	Checklist of Requirements and Omnibus Sworn Statement (Annex C)
J	Waiver pursuant to the Background Investigation (Annex E)

List of Additional Requirements

Outstanding Accomplishments

A. Awards and Recognition

a.2 Outstanding Employee Award (*All or Nothing*)

- A. Any issuance, memorandum or document showing the **Criteria** for the Search
- B. Certificate of Recognition/Merit

B. Innovation or Research

- A. Proposal duly approved by the Head of Office
- B. Accomplishment Report verified by the Head of Office
- C. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office
- D. Certification of adoption by another school/office duly signed by the Head of Office.
- E. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.

MOVs Submitted	POINTS
A, B, C & D	5
A, B, C & E	5
Only A, B, & C	4
Only A & B	3
Only A	2

C. Subject Matter Expert / NTWG or Committee Membership

- A. Issuance/Memorandum showing the membership.
- B. Certificate of Participation or Attendance; and
- C. Output/Adoption by the organization/DepEd

MOVs Submitted	POINTS
ALL MOVs	3
Only A & B	2

D. Resource Speakership / Learning Facilitation (*All or Nothing*)

- A. Issuance/Memorandum/Invitation/Training Matrix.
- B. Certificate of Recognition/Merit/Commendation; and
- C. Slide deck/s used and/or Session guide/s

E. NEAP Accredited Learning Facilitator

- A. Certificate of Recognition as Learning Facilitator issued by NEAP in the Region
- B. Certificate of Accreditation as Learning Facilitator issued by NEAP Central Office

L

Application of Education

A. Action Plan approved by the Head of Agency (SDS)

B. Accomplishment Report verified by the Head of Agency (SDS)

C. Certification of the utilization/adoption signed by the authority concerned.

MOVs Submitted	POINTS	
	Relevant	Not Relevant
ALL MOVs	15	9
Only A & B	12	6
Only A	9	3

** Applicants may visit SDO Navotas official website at depednavotas.ph Numbered Memos - Division Memorandum No. 009 s. 2025 for the Clarification re: Application of Education.

M

Application of Learning & Development

A. Certificate of Training or Certification on any applicable L&D intervention acquired that must be aligned to Individual Professional Development Plan (IPPD); for external applicants, a certification from HR stating that the L&D intervention is aligned to the core tasks of the incumbent or previous position shall be required;

B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project aligned to the L&D intervention attended, duly approved by the Head of Agency (SDS);

C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;

D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office/s at the local/higher level.

MOVs Submitted	POINTS	
	Relevant	Not Relevant
ALL MOVs	10	5
Only A, B & C	7	3
Only A & B	5	1

** Applicants may visit SDO Navotas official website at depednavotas.ph Numbered Memos - Division Memorandum No. 60 s. 2024 for the "Customized Guidelines on Application of Learning & Development.

nothing follows

Important note:

In reference to Sec. 21 of DepEd Order No. 7 s. 2023, Applicants who **failed** to submit the complete mandatory requirements (Items A-J) on the set deadline indicated in the official memorandum **shall not be included in the pool of official applicants.** However, non-submission of the additional requirements **(Items K-M)** on the set deadline or those that may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants, but they will not be given scores for the Outstanding Accomplishment, Application of Education & Application of Learning and Development Criteria.

ANNEX C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Where did you see our Job Vacancies? _____
(For ex. through FB Page, Website, School Page, Word of Mouth, Referrals, etc.)
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission	Verification (To be filled-out by the HR Office/Subcommittee)	
		(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of Intent addressed to the SDS			
b.	Duly accomplished updated Personal Data Sheet (PDS) with Work Experience Sheet			
c.	Photocopy of Valid and updated PRC License/ID.			
d.	Photocopy of Certificate of Eligibility/Board Rating.			
e.	Photocopy of scholastic/academic record (Transcript of Records (TOR) and Diploma			
f.	Photocopy of Certificate/s of Training held within the last five (5) years or after the last promotion (if applicable)			
g.	Duly signed Service Record or Certificate of Employment whichever is/are applicable.			
h.	Photocopy of the performance ratings in the latest rating period with at least Very Satisfactory rating in the current/latest position prior to the deadline of submission. ** must cover a 1 year or 12 months rating period.			
i.	Checklist of Requirements and Omnibus Sworn Statement			
j.	Waiver pursuant to the Background Investigation			
k.	Outstanding Accomplishments 1.Outstanding Employee Award 2.Innovation or Research 3.Subject Matter Expert / NTWG or Committee Membership 4.Resource Speakership / Learning Facilitation 5.NEAP Accredited Learning Facilitator			
l.	Application of Education			
m.	Application of Learning & Development			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Attested: _____

 Name and Signature of Applicant

 Human Resource (HR) Office / Subcommittee

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

ANNEX D

Timeline of Activities:

Date	Activities	Person or Committee In-Charge
April 14 to May 8, 2025	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ https://www.facebook.com/Navotas.Division https://www.facebook.com/depednavotashumanresource/ https://www.facebook.com/navotenoako	HRMPSB Secretariats, ITO
April 24, 2025 (until 4:00pm only)	Filling out of Microsoft form at https://tinyurl.com/SDONavotasAprilHiring2025NT for the virtual orientation for interested applicants	HRMPSB Secretariats, Interested applicants
April 28, 2025	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & Microsoft form)	Interested applicants, HRMO II and HRMPSB Secretariats
May 8, 2025	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph Our office hours is from 8:00 AM to 5:00 PM Please note that late submission of requirements will not be accepted	Interested applicants, HRMPSB Secretariats, Records Officer
May 13, 2025	Posting of Qualified Applicants	HRMO II and HRMPSB Secretariats
May 16, 2025	Written Exam and Skills Test (Note: This is tentative schedule only; if there is a changes, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Microsoft form)	HRMPSB Secretariats
May 21, 2025	Open evaluation and interview of qualified applicants (Note: This is tentative schedule only; if there is a changes, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Microsoft form) Finalization of the assessment of documents and results of the interview for conforme by the applicants	HRMPSB Chairman, HRMO II and HRMPSB Secretariats
June 13, 2025	Posting of Results	HRMO II and HRMPSB Secretariats

ANNEX E

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name & Signature of Employee

Date