



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

01 Jun 2021

DIVISION MEMORANDUM
No. 197, s. 2021

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
PROJECT DEVELOPMENT OFFICER II POSITION**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the extension on submission for Applications for Project Development Officer II position (item number OSEC-DECSB-PDO2-660002-2021) to **June 25, 2021, 11:59PM**. Attached is a copy of the duties and responsibilities of the position, to serve as reference.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:
Prescribed Qualifications
 - a. *Education*: Bachelor's degree relevant to the job
 - b. *Training*: 4 hours of relevant training
 - c. *Experience*: 1 year of relevant experience
 - d. *Eligibility*: CS Professional or equivalent**Required Competencies**
 - a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills
4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be PDO2_Full Name (e.g. PDO2_Juana D. Cruz). The

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph on or before the deadline.

- a. Application Letter;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - c. Certificate of Registration/ License or any proof of eligibility;
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records;
 - g. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will undergo the interview, tentatively scheduled on *July 16, 2021*.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Chairman: **Alicia E. Anghay**
Assistant Schools Division Superintendent

Members: **Rolly B. Labis**
SGOD, Chief Education Program Supervisor

Jeffrey M. Martinez
Administrative Officer V

Anna Mae M. Atillo
Human Resource Management Officer II

Alan T. Saculingan
Supply Officer II, EDTEA Representative

Secretariat: **Randy Rhys U. Capistrano**
Administrative Assistant III

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

7. This Office adheres to the Equal Employment Opportunity Principle (EEO). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
8. Immediate dissemination of the Memorandum to all concerned is enjoined.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

HIRING

RECRUITMENT

SELECTION

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure to Division Memorandum 197, s. 2021

Duties and Responsibilities of Project Development Officer II (PDO II)

Position: Project Development Officer II for Disaster Risk Reduction and Management (DRRM)

Job Summary: Ensures safety and learning continuity, institutionalizes Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE), and strengthens the resilience of basic education in the context of natural and human-induced hazards.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Risk-Informed Plans, Policies and Standards	<ul style="list-style-type: none">• Review existing plans, policies and standards.• Develop/enhance and disseminate risk-informed plans, policies and standards for implementation.
Partnerships for Strengthening Resilience	<ul style="list-style-type: none">• Identify areas for partnerships with external partners on DRRM, CCA and EiE programs.• Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners.• Participate in International events/conferences.• Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery.• Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.
DRRM Information System (DRRMIS) and Research	<ul style="list-style-type: none">• Create uniform templates to accommodate required data and provide feedback to the different DepEd offices and partners.• Enhance data handlers' on: knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software.• Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references.

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

	<ul style="list-style-type: none">Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas.Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation.
Resilience Education	<ul style="list-style-type: none">Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum.Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.
Information, Education and Communication (IEC) and Advocacy for Resilience	<ul style="list-style-type: none">Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE.Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration).Create a communication campaign on safety and resilience.Establish a library on IECs for DRRM, CCA, and EiE (hard and digital).Provide regions, divisions, and schools support and assistance, enabling early return to normal operations and recovery towards resilient development.
Learning Continuity and Resilience Interventions	<ul style="list-style-type: none">Provide interventions for the well-being of affected personnel and learners.Facilitate the support and assistance to divisions, and schools, enabling early return to normal operations and recovery towards resilient development.Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.
Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives	<ul style="list-style-type: none">Monitor progress of DRRMS' comprehensive school safety initiatives.Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph