



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

24 Sep 2021

DIVISION MEMORANDUM
No. 379, s. 2021

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
PROJECT DEVELOPMENT OFFICER I 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 I (Youth Formation Coordinator) position to **October 15, 2021, 11:59 PM**. Attached is a copy of the duties and responsibilities of the position.
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*: none required
 - c. *Experience*: none required
 - d. *Eligibility*: CS Professional; 2nd level eligibility**Required Competencies**
 - c. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - d. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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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 2021-PDO1_Full Name (e.g. 2021-PDO1_Juana D. Cruz). The 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 *November 10, 2021*.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Pureza B. Oco	Jovel C. Labis
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
September 25- October 15, 2021	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 18-22, 2021	Initial Evaluation	HRMO
	Background Investigation	HRMPSB Secretariat



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October 26, 2021	HRMPSB Meeting	HRMPSB
October 28, 2021	Orientation of Applicants	Applicants and HRMPSB
November 10, 2021	HRMPSB Deliberation	Applicants and HRMPSB
November 11, 2021	Submission of Comparative Assessment Report w/ attachments	Personnel Unit

- This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. 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.
- Immediate dissemination of this 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



KEY RESULT AREA	DUTIES AND RESPONSIBILITIES
<p>Program Management and Implementation for Youth Formation</p>	<ul style="list-style-type: none"> • Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program. • Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office. • Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values • Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities • Oversees the activities of the schools on youth formation programs. • Develops a knowledge management system for the newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and for other data driven youth formation activities and submits it to the Regional and Central Office. • Submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary. • Initiates other youth formation programs, projects, and activities applicable in the division.
<p>Capacity Building</p>	<ul style="list-style-type: none"> • Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel. • Facilitates the conduct of the training needs assessment in schools. • Prepares training design for capacity building activities • Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in coordination with the Human Resource Personnel. • Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.

Monitoring and Evaluation	<ul style="list-style-type: none"> • Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program. • Analyzes/interprets the results of the monitoring • Submits the report on the results of monitoring and evaluation to the SGOD Chiefs. • Provides feedback on youth formation program implementation as reference for possible program intervention/modification. • Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs. • Provides technical assistance on the implementation of youth formation programs, projects and activities from national to school level. • Prepares proposals to possible partners and advocates of youth formation programs. • Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level • As may be assigned by the superior.
Partnerships and Linkages	
Secondary Duties	