



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

February 01, 2023

DIVISION MEMORANDUM
NO. **055**, s. 2023

VACANCY ANNOUNCEMENT: ONE (1) PLANNING OFFICER III

TO : SGOD and CID Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the recruitment, selection and hiring of one (1) Planning Officer III position, School Governance and Operations Division, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	February 15, 2023	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	February 16, 2023	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
Planning Officer III / SG-18	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree relevant to the job
Experience	2 years of relevant experience
Eligibility	Career Service Professional / Second Level Eligibility
Trainings	8 hours of relevant training

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

6. Appraisal of credentials will be based on DepEd Order No. 66, s.2007. The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
Telephone No.: (045) 435-2728
eMail Address: pampanga@deped.gov.ph





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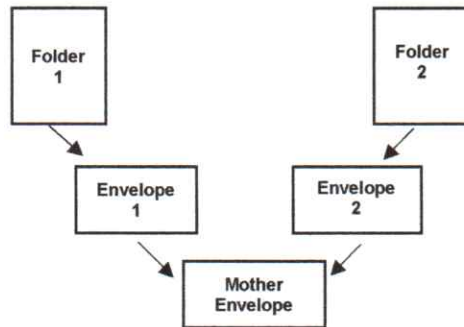
7. Submit the following documents in a plain white folder for assessment with proper tabs/labels and enclosed in a sealed brown envelope (1 copy each folder):

Envelope 1: Documents for Qualification Standards

- a) Application letter stating the position applied for
- b) Omnibus certification of authenticity and veracity of documents duly notarized
- c) Copy of latest approved Appointment/Copy of transmittal to CSC
- d) CSC Form 212-Revised 2017 (with active contact number and email address)
- e) Transcript of Records (authenticated by the issuing school)
- f) Certificate of Trainings
- g) Service Record
- h) Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)

Envelope 2: Documents for Computation of Points

- a) CSC Form 212-Revised 2017 (with active contact number and email address)
- b) Copy of latest approved Appointment/Copy of transmittal to CSC
- c) Documents for claims on leadership, potentials and accomplishments
- d) Other documents relevant to the position applied for.




Mother Envelope

Name: Juan dela Cruz
 School: San Juan Elementary School
 Position applying for: Planning Officer
 Station: SGOD

8. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

9. Immediate dissemination of this Memorandum is desired.


ENGR. EDGARD C. DOMINGO, PhD, CESO V
 Schools Division Superintendent 


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 Dep Ed DIVISION OF PAMPANGA
 CITY OF SAN FERNANDO
RECEIVED
 FEB 02 2023
 BY: 



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