



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

July 06, 2023

DIVISION MEMORANDUM  
 NO. **542**\_\_, s. 2023

**VACANCY ANNOUNCEMENT: PROJECT DEVELOPMENT OFFICER II POSITION  
 (DRRM)**

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 (1) one Project Development Officer II (OSEC-DEC SB-PDO2-150108-2014) position, Disaster and Risk Management (SGOD), this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	October 27, 2023	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	October 31, 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	
Project Development Officer II / SG-15	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	4 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.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
 Telephone No.: (045) 435-2728; (045) 435-7404  
 Email Address: pampanga@deped.gov.ph  
 Website: www.depedpampanga.ph





Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (non-teaching positions). 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.

- a) Letter of intent addressed to the Schools Division Superintendent
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c) Photocopy of valid and updated PRC License/ID, if applicable
- d) Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f) Photocopy of Certificate/s of Training, if applicable
- g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- h) Photocopy of latest appointment, if applicable
- i) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
- k) Other documents as may be required for comparative assessment, such as but not limited to:

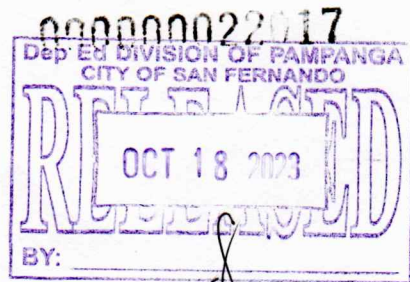
k.a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

k.b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled

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


8. Immediate dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent



**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** pampanga@deped.gov.ph  
**Website:** www.depedpampanga.ph



 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Project Development Officer II (for DRRM)	<b>Salary Grade</b>	15
<b>Parenthetical Title</b>		<b>Governance Level</b>	Schools Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	School Governance and Operations Division – School Mobilization and Networking
<b>Reports to</b>	Senior Education Program Specialist	<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
<ul style="list-style-type: none"> <li>To coordinate with the NDRRM (CO and RO), Local Government, and other government agencies to implement mandated measures, programs and projects, in Disaster and Risk Management (DRRM) to the schools division so as to prepare and mitigate the effect of disaster on the delivery of basic education.</li> <li>To provide technical assistance to schools management in identifying, assessing and reducing the risks of disaster to educational facilities, workers and learners and dealing with environmental and other hazards that could trigger disaster.</li> </ul>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	1 year of relevant experience		
Eligibility	4 hours of relevant training		
Trainings	Career Service (Professional) Appropriate Eligibility for Second Level Position		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>Partners and Linkages (on DRRM)</b>	<ul style="list-style-type: none"> <li>• Coordinate with the LGU government agencies, National DRRM, for continuous updates on roles, mechanisms, priorities, and protocols.</li> </ul>
<b>Information, Education, &amp; Advocacy (for DRRM)</b>	<ul style="list-style-type: none"> <li>• Recommend and implement information, education advocacy programs to raise understanding and gather support for current programs and projects.</li> <li>• Adapt NDRRM materials, to local situation, publish, / distribute to raise understanding and gather support for current programs and projects.</li> <li>• Develop communication plans on DRRM for the agency and stakeholders.</li> </ul>
<b>Policies, Systems and Standards (for DRRM)</b>	<ul style="list-style-type: none"> <li>• Prepare draft recommendations for localized policies and standards on disaster management and risk preparedness to increase relevance and applicability to the local context.</li> <li>• Adapt National DRRM systems on disaster preparedness, response and mitigation to agency situation, needs and requirements (e.g. prioritizing disaster beneficiaries, etc.)</li> <li>• Draft, publish upon approval and distribute operations handbooks/manuals for critical DRRM protocols and mechanics.</li> <li>• Create and maintain DRRM database to provide information for management action and decisions.</li> </ul>
<b>Programs and Projects (for DRRM)</b>	<ul style="list-style-type: none"> <li>• Draft and submit for approval, concept papers and program/project designs and proposals for programs/projects for DRRM and climate change/ environmental risk reduction.</li> <li>• Facilitate and coordinate with stakeholders as needed, the development of work plans to implement DRRM programs and projects.</li> <li>• Draft for approval and implement a communication plan and information, education advocacy activities for the specific program.</li> <li>• . Conduct monitoring and evaluation (together with QAD) on the status and progress of health and nutrition programs and provide feedback to management and stakeholders to obtain continuing support.</li> <li>• Conduct assessment and evaluation of programs and projects (with QAD) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects.</li> </ul>
<b>Technical Assistance</b>	<ul style="list-style-type: none"> <li>• Consolidate data from schools divisions to determine needs related to DRRM as feedback for determining DRRM related plans and programs for the region.</li> <li>• Prioritize and recommend to management interventions/programs to respond to DRRM needs of schools division offices.</li> <li>• Provide technical assistance to schools division offices in developing programs and projects for DRRM in their respective schools division.</li> </ul>