



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

December 07, 2023

DIVISION MEMORANDUM
 NO. **649**, s. 2023

VACANCY ANNOUNCEMENT: PROJECT DEVELOPMENT OFFICER I POSITIONS

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 Project Development Officer I positions, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	December 19, 2023	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	December 21, 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 I / SG-11	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	None required

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. 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



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- 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
8. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
9. Attached is a copy of duties and responsibilities of the said positions.
10. Immediate dissemination of this Memorandum is desired.


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



 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Project Development Officer I	Salary Grade	11
Parenthetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
Positions Supervised	None	Page/s	
JOB SUMMARY			
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	<ol style="list-style-type: none"> 1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	<ol style="list-style-type: none"> 1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders
Advocacy	<ol style="list-style-type: none"> 1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	<ol style="list-style-type: none"> 1. As may be assigned by the Supervisor