



c/o HR

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

February 12, 2024

DIVISION MEMORANDUM  
NO. **095**, s. 2024

**SELECTION AND RECRUITMENT OF 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 schedule of activities for the recruitment, selection and hiring of Project Development Officer I positions, this Division, as follows:

Activities	Date	Time	Participants
Orientation of Applicants	February 15, 2024	9:00am – 9:30am	All Qualified Applicants
Computer-based Competency Examination		9:45am – 10:45am	All Qualified Applicants
Online Behavioral Event Interview	February 23, 2024	8:00am – 3:00pm	Batch 1 – 6
Online Open Ranking		3:00pm – 5:00pm	

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

<b>QUALIFICATION STANDARDS</b>	
Project Development Officer I / SG-11	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	4 hours of relevant training

3. All qualified applicants shall receive an invitation to attend the Online Orientation, Examination, Interview and Open Ranking via e-mail.

4. In order to attend the Online Examination, Interview and Open Ranking, applicants are required to have the following: desktop/laptop computer or smart phone, headset with microphone, and internet connection.

5. Applicants who will be using smart phones are required to download the MS Teams application.

6. Attached are the selection line-up of applicants and a copy of the duties and functions of the said position.



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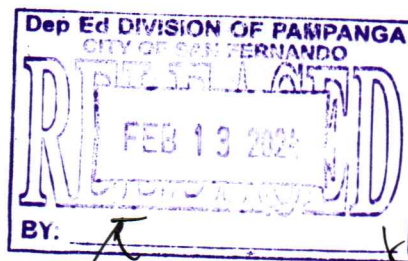
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7. Immediate dissemination of this Memorandum is desired.

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

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 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: _____
<b>Position Title</b>	Project Development Officer I	<b>Salary Grade</b>	11
<b>Parentetical Title</b>	None	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	None
<b>Reports to</b>	School head	<b>Effectivity Date</b>	None
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
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.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
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
<b>Program Management and Implementation</b>	<ol style="list-style-type: none"> <li>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"> <li>a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines</li> <li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li> <li>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</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li> <li>f. Prepare and submit relevant reports</li> </ol> </li> <li>2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li> </ol>
<b>Program Coordination and Partnerships</b>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities</li> <li>2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs</li> <li>3. Prepare communications and correspondence to the concerned School stakeholders</li> </ol>
<b>Advocacy</b>	<ol style="list-style-type: none"> <li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. As may be assigned by the Supervisor</li> </ol>



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**INITIAL EVALUATION RESULT (IER)**

**Position: Project Development Officer I**

**Salary Grade and Monthly Salary: SG 11**

**Qualification Standards:**

**Education**                    **Bachelor's degree relevant to the job**  
**Experience**                **None required**  
**Eligibility**                 **Career Service (Professional) Second Level Eligibility**  
**Trainings**                 **None required**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks	Batch
1	PDO-PAMP-001	BSA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	1
2	PDO-PAMP-002	BACH TLE	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	1
3	PDO-PAMP-003	AB POLSCI	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	1
4	PDO-PAMP-004	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	1
5	PDO-PAMP-005	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	1
6	PDO-PAMP-006	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	1



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7	PDO-PAMP-007	BACH PUBLIC AD	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	1
8	PDO-PAMP-008	BACH TLE	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	1
9	PDO-PAMP-009	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	1
10	PDO-PAMP-010	BS MARINE ENG	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	1
11	PDO-PAMP-011	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	1
12	PDO-PAMP-012	BACH PE	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2
13	PDO-PAMP-013	BS PSY	NONE REQUIRED	NONE REQUIRED	RA1080	QUALIFIED	2
14	PDO-PAMP-014	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2
15	PDO-PAMP-015	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2
16	PDO-PAMP-016	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2
17	PDO-PAMP-017	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2
18	PDO-PAMP-018	BSED	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	2
19	PDO-PAMP-019	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2



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20	PDO-PAMP-020	BSAT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	2
21	PDO-PAMP-021	BSIT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	2
22	PDO-PAMP-022	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	2
23	PDO-PAMP-023	BACH TLE	NONE REQUIRED	NONE REQUIRED	PD907	QUALIFIED	3
24	PDO-PAMP-024	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
25	PDO-PAMP-025	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
26	PDO-PAMP-026	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
27	PDO-PAMP-027	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
28	PDO-PAMP-028	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
29	PDO-PAMP-029	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
30	PDO-PAMP-030	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
31	PDO-PAMP-031	BS PSY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	3
32	PDO-PAMP-032	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	3



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33	PDO-PAMP-033	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	3
34	PDO-PAMP-034	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
35	PDO-PAMP-035	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
36	PDO-PAMP-036	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
37	PDO-PAMP-037	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
38	PDO-PAMP-038	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
39	PDO-PAMP-039	BACH PE	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
40	PDO-PAMP-040	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
41	PDO-PAMP-041	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
42	PDO-PAMP-042	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
43	PDO-PAMP-043	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	4
44	PDO-PAMP-044	BSIE	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	4
45	PDO-PAMP-045	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5





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46	PDO-PAMP-046	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5
47	PDO-PAMP-047	BS ELEC ENG	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	5
48	PDO-PAMP-048	BS PSY	NONE REQUIRED	NONE REQUIRED	RA1080	QUALIFIED	5
49	PDO-PAMP-049	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5
50	PDO-PAMP-050	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5
51	PDO-PAMP-051	BS ENTRE	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	5
52	PDO-PAMP-052	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	5
53	PDO-PAMP-053	BSBA	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5
54	PDO-PAMP-054	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5
55	PDO-PAMP-055	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	5
56	PDO-PAMP-056	BSED	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	6
57	PDO-PAMP-057	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
58	PDO-PAMP-058	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6



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59	PDO-PAMP-059	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
60	PDO-PAMP-060	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
61	PDO-PAMP-061	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
62	PDO-PAMP-062	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
63	PDO-PAMP-063	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
64	PDO-PAMP-064	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
65	PDO-PAMP-065	BSTM	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	6
66	PDO-PAMP-066	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	6
67	PDO-PAMP-067	BACH FORENSIC SCIENCE	NONE REQUIRED	NONE REQUIRED	N/A	DISQUALIFIED	

Prepared and certified correct by:

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Human Resource Management Officer