



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

2 FEB 2023

DIVISION MEMORANDUM
No. 75, s. 2023

ANNOUNCING THE VACANT POSITION IN THE
DEPARTMENT OF EDUCATION REGION VII

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. Attached is Regional Memorandum No. 0072, s. 2023, Announcing the Vacant Position in the Department of Education, Regional Office VII.
2. Immediate dissemination of this Memorandum is hereby directed.

By Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD

OIC-Office of the Asst. Schools Division Superintendent
Office-In-Charge

2/2/23

SPP/NLR-JMA-MKP/AdS/1BY/jcadiante
February 1, 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

Office of the Regional Director

JAN 27 2023

REGIONAL MEMORANDUM

No. **0072** , s. 2023

**Announcing the Vacant Position in the Department
 of Education Region VII**

To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the vacant position of Computer Maintenance Technologist I with the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Computer Maintenance Technologist I SG-11 PhP 27,000.00	1	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	DepEd Region VII

2. All interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity and religious affiliation are required to signify their intent in writing on or before **February 6, 2023** and attach two (2) copies of the following documents:

- 2.1 Letter of Intent;
- 2.2 Duly accomplished and notarized Personal Data Sheet (PDS)/CSC Form 212;
- 2.3 Photocopy of Transcript of Records/ School Records;
- 2.4 Authenticated copy of Certificate of Eligibility;
- 2.5 Latest Service Record/ Certification of Employment;
- 2.6 Performance rating for the last three (3) rating period prior to the screening;
- 2.7 Certificate of Training/ Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
- 2.8 Outstanding Accomplishment/s (if any); and
- 2.9 Notarized Omnibus Sworn Statement attached as Enclosure 1.

Application documents shall be submitted at the Records Section of DepEd Region VII, Sudlon, Lahug, Cebu City or through this link: <https://region7.deped.gov.ph/join-us/>.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph

3. The job description of the abovementioned vacancy is attached as Enclosure 2.
4. Qualified applicants shall be notified through the email address and contact numbers indicated in their accomplished Personal Data Sheet (DPS)/CSC Form 212. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through the email address: hrmpsrb.ro7@deped.gov.ph. Below is the schedule of activities for the Selection Process:

Activity	Date	Venue	Participants
Orientation of Participants on the New Merit and Selection Policy of DepEd (DO 19, s. 2022)	February 10, 2023	3 rd Floor, DepEd Region VII Conference Room Sudlon, Lahug, Cebu City	HRMPSB members and secretariat, Applicants
Presentation of Initial Evaluation of Application Documents and Shortlisting of Qualified Applicants	February 13, 2023	3 rd Floor, DepEd Region VII Conference Room Sudlon, Lahug, Cebu City	HRMPSB members,
Written Exam	February 14, 2023 9:00-11:00 AM	3 rd Floor, DepEd Region VII Conference Room Sudlon, Lahug, Cebu City	HRMPSB Secretariat
Behavioral Event Interview	February 14, 2023 1:00-5:00 PM	3 rd Floor, DepEd Region VII Conference Room Sudlon, Lahug, Cebu City	HRMPSB members, applicants
Approval of Comparative Assessment Result	February 14, 2023	3 rd Floor, DepEd Region VII Conference Room Sudlon, Lahug, Cebu City	HRMPSB Secretariat

5. Meals and communication expenses incurred by the HRMPSB relative to the conduct of the selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
 Director IV
 Regional Director

STJ/CAE/ASD/IFC/arc

AFFIDAVIT OF AUTHENTICITY AND VERACITY

I _____, Filipino, of legal age, with permanent address at _____, after being sworn to in accordance with law, hereby depose and state:

1. I am applying for the position of _____ pursuant to the posted vacant positions of the Department of Education Region VII.
2. I have submitted the following documents as part of the requirements for my application (enumerate):

3. I am executing this Affidavit to attest to the authenticity and veracity of all the foregoing documents.


By executing this Affidavit, I hereby authorize the DepEd RO7 HRMPSB to verify the authenticity of the above mentioned documents.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2023 at _____ Philippines, affiant exhibiting to me his/her Valid ID _____ issued on _____ at _____

Notary Public

Doc. No.
Page No
Book No.
Series of 2023.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Computer Maintenance Technologist I	Salary Grade	11
Parentetical Title		Governance Level	Regional Office
Bureau/Service /Division	Office of the Regional Director	Unit/Division	Information and Communications Technology Unit
Reports to	Information Technology Officer II	Effectivity Date	
Positions Supervised	None		
JOB SUMMARY			
To provide the regional office with quick response in the maintenance of existing ICT infrastructure and resources, networks and equipment for efficient delivery of education services that is responsive to the needs of the intended users.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			
Others			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Installation and Configuration Of Network	<ul style="list-style-type: none"> • Install and configure hardware, network and software technologies in accordance with the standards and designs specifications and in coordination with suppliers and service providers to support ICT programs and projects implementation. • Perform backup and recovery procedures in accordance to a well-crafted System Maintenance and Disaster Management Plan to ensure security, availability and reliability of data and services at all times.
Hardware Performance Monitoring and Evaluation	<ul style="list-style-type: none"> • Maintain and monitor data center facilities by conducting regular and periodic standard maintenance check to ensure continuous service delivery. • Monitor and follow up implementation of suppliers and service providers contracted service agreements to adhere to organizational requirements and agreed on timetable
Troubleshooting Management	<ul style="list-style-type: none"> • Provide technical support to RO users on the maintenance, troubleshooting and repair of hardware, software and network resources through coordination with suppliers and service providers on the delivery of service agreements. • Prepare and provide technical report on the results of maintenance, troubleshooting and repair of hardware, software and network resources activities on a regular basis to determine the status of all ICT infrastructures and inform the decision making. • Support the testing and deployment of ICT systems through the set up and maintenance of the needed hardware and software.
ICT Technical Assistance	<ul style="list-style-type: none"> • Define the problem or issue of the user and identify cause of the problem to provide the appropriate response. • Assist in the training of users by providing technical support on provision of the needed hardware and software to ensure the smooth delivery of training