



Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



27 JUN 2023

June 26, 2023

**REGIONAL MEMORANDUM**

No. 296, s. 2023

TO : Assistant Regional Director  
Chiefs of Functional Divisions  
Schools Division Superintendents  
This Region

**ANNOUNCEMENT OF VACANT POSITION IN DEPED REGIONAL OFFICE**

1. DepEd Regional Office IX Proper at Regional Government Center, Balintawak, Pagadian City invites qualified applicants to become a Focal Person under Contract Of Service (CoS) to handle Learner Rights And Protection Matters (LRP-COS).

Base Salary: 35,000  
Premium: 3,500 per month

2. The following are the terms of reference and the qualification standards for the said position:

**TERMS OF REFERENCE**

- a. To provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships;
- b. To facilitate the implementation of LRP Programs with the Schools Division Offices under the jurisdiction of his/her Regional Office;
- c. To facilitate the collection and consolidation of LRP reports/data from the Schools Division Offices; with, and gather information from
- d. To draft memoranda, indorsements, and other similar communications related to LRP;
- e. To coordinate with, and gather information from, the Schools Division Offices relative to LRP reports/concerns;
- f. To assist the Regional Focal Person for the close monitoring of LRP activities and concerns in the School Division level;
- g. To assist the LRPO in the dissemination of announcements and other relevant information to the Schools Division Offices; and
- h. To perform functions related to LRP only, as may be assigned by the immediate Supervisor, the Regional Director, the Director of the LRPO, and the Undersecretary got Operations.



Address: President Corazon C. Aquino Regional  
Government Center, Balintawak, Pagadian City 7016  
Website: [www.depedro9.info](http://www.depedro9.info); [www.ro9-deped.com](http://www.ro9-deped.com)  
Email: [region9@deped.gov.ph](mailto:region9@deped.gov.ph)

Contact Numbers:  
Telephone – 945-3329  
Globe – 09164336191  
Smart – 09472096474







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**QUALIFICATION STANDARDS**

- a. Bachelor's degree related to child protection, such as Psychology, Legal Management, Guidance Counselling, Education, allied health courses or its equivalent;
- b. Must have at least eight (8) hours of relevant training;
- c. At least one (1) year of relevant experience;
- d. Experience in child rights, particularly child protection, is a plus;
- e. Excellent in written and oral communication skills;
- f. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;
- g. Works efficiently and requires minimal supervision;
- h. Familiar with various office software like google Docs, Sheets, and Forms; and
- i. Working knowledge on various web conferencing software such as Zoom, Google Meet, and Microsoft Teams, is an advantage.

2. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position** are requested to submit the following documentary requirements in a clean, unmarked brown envelop to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before June 30, 2023.

- a. Letter of intent (addressed to the Head of Office)
- b. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form No. 212 Revised 2017) and work experience which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- c. Curriculum vitae
- d. Transcript of Records
- e. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
- f. Certificates of relevant seminars/trainings attended
- g. Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled

3. Applicants are expected to:

- a. Bring all original documents for verification purposes.

**NOTE: LATE SUBMISSION OF APPLICATIONS AND LACK OF DOCUMENTARY REQUIREMENTS AFTER THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE**

For the Regional Director

**GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V**  
OIC - Assistant Regional Director

ORD-ADMIN-PER-RM-2023-303  
PGL/KRL



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