



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

May 28, 2021

DIVISION MEMORANDUM
No. 146, s. 2021

**ACCEPTANCE OF APPLICATION FOR PROJECT DEVELOPMENT OFFICER II
(PDO II) FOR DRRM IN THIS DIVISION**

TO: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
All Other Division Office Personnel
All Others Concerned

1. This Office announces the vacancy of Project Development Officer II (for DRRM) in this Division with the following Qualification Standards and Job Description found on attached page.

Project Development Officer II (SG15)

A. Qualification Standards

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Secondary Level of Eligibility

2. With reference to the attached Duties and Responsibilities of a PDO for DRRM, this office gives preference to an applicant who has a relevant experience and background on information system development and research, and advocacy (KRAs 3 and 5) in the context of DepEd Programs and Projects.

3. Qualified applicants will be ranked based **on DepEd Order #66, s. 2007**. The criteria and computation of points will be based on the Part III of the said guidelines.

4. All pertinent documents must be submitted through the Chada Assist Application in a single file only. Original copies of the uploaded pertinent documents are to be shown upon interview for verification.

5. Below is the Timetable for the guidance of all.

DATE	ACTIVITIES
May 26- June 4, 2021	Submission of Application Letter and Supporting Documents via Chada Assist
June 7, 2021	Evaluation of Application Documents by the Division PSB (Separate Memo for the committee); HR to furnish the application documents to School Division PSB via Google Drive

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June 8, 2021	Submission of Result to SDS / Deliberation
June 8 – June 23, 2021	Posting of Tentative Result
June 24, 2021	Posting of Final Approved Rank List
June 27 onwards	Utilization of Rank List to fill up the vacant position

6. All issues and concerns/clarification regarding the Tentative Results shall be raised by concerned applicants within the Posting Period. Questions / clarifications shall be directed to the Division PSB in writing via Chada Assist.

7. Immediate dissemination of this Memorandum to all concerned is desired.

8. For guidance and compliance of all concerned.


GREGORIO CYRUS R. ELEJORDE, Ed.D, CESO V
Schools Division Superintendent

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Enclosure to Div. Memo No 146, s. 2021

DEPED PROJECT DEVELOPMENT OFFICER II JOB SUMMARY

- a. 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.
- b. 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.

DepEd Project Development Officer II (DRRM) Duties and Responsibilities

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Risk-Informed Plans, Policies, and Standards	Review existing plans, policies and standards.
	Develop/enhance and disseminate risk-informed plans, policies, and standards for implementation.
Partnerships for Strengthening Resilience	Identify areas for partnerships with external partners on DRRM, CCA and EiE programs.
	Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners.
	Participate in International events/conferences.
	Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery.
	Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.
DRRM Information System (DRRMIS) and Research	Create uniform templates to accommodate the required data and provide feedback to the different DepEd offices and partners.
	Enhance data handlers' knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software.
	Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references.
	Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas.

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	Conduct evidence-based research relative to DRRM, CCA, and EiE as the basis for risk-informed policy and standard formulation and program implementation.
Resilience Education	Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum.
	Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.
Information, Education, and Communication (IEC) and Advocacy for Resilience	Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE.
	Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration).
	Create a communication campaign on safety and resilience.
	Establish a library on IECs for DRRM, CCA, and EiE (hard and digital).
	Provide regions, divisions, and schools support and assistance, enabling an early return to normal operations and recovery towards resilient development.
Learning Continuity and Resilience Interventions	Provide interventions for the well-being of affected personnel and learners.
	Facilitate the support and assistance to divisions, and schools, enabling an early return to normal operations and recovery towards resilient development.
	Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.
Monitoring and Evaluation of DRRMS Comprehensive School Safety Initiatives	Monitor the progress of DRRMS' comprehensive school safety initiatives.
	Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.

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