



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 10, 2024

**REGIONAL MEMORANDUM**

AD-2024- **664**

**NATIONAL SEARCH COMMITTEE (NSC) SCREENING**

To: Schools Division Superintendents } Divisions of **Baybay City,**  
All Others Concerned } **Borongan City, Calbayog City,**  
**Maasin City, Southern Leyte, and**  
**Tacloban City**

1. The DepEd National Search Committee (NSC) Screening Committee shall convene to screen, evaluate, and interview candidates for vacant DepEd Third Level positions on **July 4, 2024**, 9:00am-3:00pm in Tacloban City (venue to be announced).

2. Relative thereto, it is requested that the officials in the attached list be advised of their schedule of interview and submit the following documentary requirements through the link: **<https://tinyurl.com/3rdLevelApplication>** on or before **June 24, 2024**:

- a. Letter of intent addressed to the Secretary, indicating the desired position and office;
- b. Duly accomplished Updated Personal Data Sheet (CSC Form 212), revised 2017;
- c. Detailed Curriculum Vitae, including a list and description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
- d. Outstanding Accomplishments, Abstract of Innovations, Project Documentation or any proof of implementation highlighting specific contributions;
- e. Service Records or other relevant employment records;
- f. Copy of Certificate of Eligibility;
- g. Copy of Latest Transcript of Records;
- h. Performance ratings for the last two (2) rating periods;
  - a. CESPES ratings from Career Executive Service Board;
  - b. Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF) of the Results-based Performance Management System;
- i. E-copy of 2x2 picture to be sent via email in advance;
- j. Duly accomplished one (1) page Applicant Profile using the attached template format to be sent via email in advance.
- k. A self-certification, under oath, stating that no administrative and/or criminal case filed against him/her before any courts/quasi-judicial



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Page 1 of 2

and/or administrative bodies nor found guilty/convicted of any administrative offense and/or crime; and

1. A self-certification of the authenticity of all documents submitted to the National Search Committee.
4. Travel and other necessary expenses of the candidates shall be charged against their respective local funds while board and lodging of the National Search Committee members shall be charged against Regional Office funds subject to the usual accounting and auditing rules and procedures.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosure: Applicant's Profile; List of candidates with the schedule  
Reference: Letter from Atty. Revsee A. Escobedo dated May 24, 2024  
To be indicated in the Perpetual Index under the following subjects:

SEARCH                      THIRD LEVEL OFFICIALS

AD-PS-EDR



**DepEd National Search Committee (NSC)  
SCREENING COMMITTEE**

**Region VIII  
July 4, 2024 (Thursday)  
Tacloban**

<b>NAME</b>		<b>POSITION/ASSIGNMENT</b>	<b>Eligibility</b>
<b>Schools Division Superintendent</b>			
1	Cadayona, Margarito A. Jr.	OIC-SDS, Calbayog City ✓	EMT, CESO VI
2	Tenasas, Edgar Y.	OIC-SDS, Borongan City ✓	CESO VI
3	Palma, Sherlita A.	OIC-SDS, Tacloban City ✓	EMT, CESO VI
<b>Assistant Schools Division Superintendent</b>			
1	Catubig, Isidro C.	OIC-ASDS, Southern Leyte ✓	CES Eligible
2	Cardona, Jaime Leon T.	OIC-ASDS, Maasin City ✓	CES Eligible
3	Ruiz, Josemilo P.	OIC-ASDS, Baybay City ✓	CES Eligible
4	Zartiga, Eloisa R.	OIC-ASDS, Borongan City ✓	CES Eligible

**Applicant Profile Template**

**NAME:**

<b>Current Position/Designation:</b>
<b>Position Applied For:</b>
<b>Email address:</b>
<b>Cellphone Number:</b>
<b>Age :</b>

**EDUCATIONAL ATTAINMENT**

Course	School	Year Graduated (YYYY)	Honors Received
<b>College Degree:</b>			
<b>Graduate Studies:</b>			

**ELIGIBILITY**

ELIGIBILITY	Date of Exam/ Conferment (MM/DD/YYYY)	Rating

**MANAGERIAL EXPERIENCE**

Position	Inclusive Date (mm/dd/yy)	Years (No. years, mos)	Office/ Agency

**RELEVANT TRAINING/WORKSHOPS/SEMINARS**

Activity	Type of Activity (Managerial/Supervisory/Technical)	Inclusive Dates (MM/DD/YY to MM/DD/YY)

**PERFORMANCE RATING**

Rating Period (yyyy)	Rating/Score

**COMMITTEE INVOLVEMENT**

Name/Title of Committee	Role	Inclusive Dates (MM/DD/YY to MM/DD/YY)



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

24 May 2024

**EVELYN R. FETALVERO**  
Regional Director  
DepEd Region VIII  
Gov't. Center, Candahug  
Palo, Leyte

Dear Director Fetalvero,

The DepEd National Search Committee (NSC)-Screening Committee, as reconstituted and created under DepEd Memorandum No. 90, s. 2022, will convene to screen, evaluate and interview candidates for vacant DepEd Third Level positions on July 4, 2024 9:00 am – 3:00 pm, in Tacloban (venue to be announced later).

In this connection, it is requested that the officials in the attached list (Annex A) be advised of their scheduled interview. The listed officials/candidates are requested to submit the following documentary requirements through this link <https://tinyurl.com/3rdLevelApplication> at least one (1) week before the interview date:

- a. Letter of intent addressed to the Secretary, indicating the desired position and office;
- b. Duly accomplished Updated Personal Data Sheet (CSC Form 212), revised 2017;
- c. Detailed Curriculum Vitae, including a list and description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
- d. Outstanding Accomplishments, Abstract of Innovations, Project Documentation or any proof of implementation highlighting specific contribution;
- e. Service Records or other relevant employment records;
- f. Copy of Certificate of Eligibility;
- g. Copy of Latest Transcript of Records;
- h. Performance ratings for the last two (2) rating periods;
  - CESPES ratings from Career Executive Service Board;
  - Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF) of the Result-based Performance Management System;
- i. E-copy of 2x2 picture to be sent via email in advance;
- j. Duly accomplished one (1) page Applicant Profile using the attached template format to be sent via email in advance;
- k. A self-certification, under oath, stating that he/she have no administrative and/or criminal case filed against the undersigned before any courts/quasi-judicial and/or administrative bodies nor found guilty/convicted of any administrative offense and/or crime; and
- l. A self-certification of the authenticity of all documents submitted in the National Search-Screening Committee.



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For further details, please contact Mr. Allan Gutierrez of the Personnel Division, BHR0D at telephone (02) 633-6682.

Thank you.

Very truly yours,

  
Atty. **REV. REV. A. ESCOBEDO**  
Undersecretary