



1059

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

September 1, 2025

REGIONAL MEMORANDUM

No. **1059** s. 2025

**ANNOUNCEMENT OF VACANT POSITIONS
AND INVITATION TO APPLY**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Chief Education Supervisor (CES)	24	Quality Assurance Division
One (1)	Administrative Officer II (AO II) (HRMO I)	11	Administrative Division-Personnel Section

2. Interested and qualified applicants regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE), etc. are encouraged to apply and submit the following documentary requirements **with proper tabbing** not later than **September 11, 2025, 5:00PM:**

- Letter of intent addressed to the Regional Director;
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) with Work Experience Sheet which can be downloaded at www.csc.gov.ph, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C of DepEd Order 007, s. 2023*; and,
- Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@depd.gov.ph
Website: region8.depd.gov.ph



- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(h) is not relevant to the position to be filled, if applicable.
2. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMP SB (item 2k) shall not warrant exclusion from the pool of official applicants.
3. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.
4. All official applicants in the pool shall be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
5. Application documents may be submitted through the Records Section or email at: **records.region8@deped.gov.ph** cc **personnel.region8@deped.gov.ph** or upload to **<https://tinyurl.com/APPLICATION-FORM-FOR-CES>** or via courier addressed to:

The Regional Director

Department of Education, Regional Office VIII
Government Center, Candahug, Palo, Leyte 6501

4. Attached are the Qualification Standards, Job Summary/Key Result Areas/Duties and Responsibilities, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.
5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline set would mean a waiver of the right to be included in the evaluation/comparative assessment.
6. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONEL K. FIRMO, CESO IV

Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosure: As stated

References: DO 21, s. 2024; DO 007, s. 2023; DO 19, s. 2022; 2017 ORAOHRA; RA 7041
To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENT

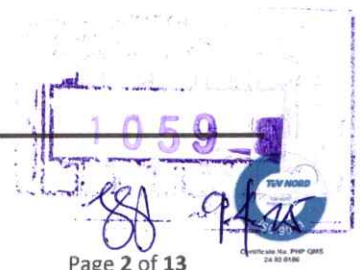
INVITATION TO APPLY

VACANT POSITION

AD-PS-COZ



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



Enclosure to Regional Memorandum No. _____, s. 2025

QUALIFICATION STANDARDS

Chief Education Supervisor (CES)	
Education	Master's degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/management experience
Training	40 hours of supervisory/management learning and development intervention
Eligibility	RA 1080, as amended (Teacher)

Administrative Officer II (Human Resource Management Officer I)	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Professional/Second Level Eligibility

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Chief Education Supervisor (CES)		
Job Summary	Key Result Area	Duties and Responsibilities
<p>To facilitate, coordinate, and provide technical inputs in the crafting of the region's policies and strategic directions towards ensuring quality, accountability and transparency in all aspects of educational management and operations, by setting up, making operational, and sustaining a Quality Management System (QMS) in the Regional Office and in all schools divisions.</p> <p>To lead and manage the work of the QAD teams that will facilitate setting up quality assurance systems and standards and monitoring and evaluating performance of the regional office</p>	<p>Quality Assurance Policies, Frameworks, Systems And Processes</p>	<ul style="list-style-type: none"> • Facilitates and coordinates the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS), by engaging stakeholders in providing inputs for identifying the core areas for quality assurance to maintain its relevance to the context and needs of the region. • Leads in installing the QMS and ensuring its maintenance and sustainability in the RO and SDO's through continuous monitoring and feedback to management. • Leads in the finalization and issuance of regional guidelines/standards/tools in assessing performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers) to serve as basis for objectivity and fairness in performance assessment. • Leads in forming functional QMS Teams by building capabilities and providing support mechanism to institutionalize transparency and accountability in the region and schools divisions
	<p>Standards and Policy Formulation & Adoption</p>	<ul style="list-style-type: none"> • Leads the RO functional divisions in localizing the existing national standards as appropriate to the region and in disseminating them to the schools divisions • Leads the region in defining the standards and guidelines for quality assuring regional core processes • Coaches the team in the preparation of QMS Manuals and Guidelines and in making it accessible to various users and audiences in the region.

and that of the schools divisions.	Progress Monitoring & Evaluation	<ul style="list-style-type: none"> • Presents to the regional office management a quarterly report on the performance of RO divisions based on the result of a quarterly regional monitoring, evaluation, and adjustment activity (RMEA) as basis for management action and regional plan adjustment of functional divisions/units. • Presents to the regional management committee (RD and SDSs) a quarterly report of the performance of the schools divisions in the region to assess progress towards regional goals. • Presents to the regional management committee (RD and SDSs) semestral reports on performance of private schools in the region to assess compliance to educational quality standards • Leads the QAD team in monitoring, evaluating and assessing implementation of national and regional programs and projects in order to provide recommendations on program/project adjustments to ensure attainment of program/project goals and objectives.
	Results M&E	<ul style="list-style-type: none"> • Presents to the regional executive committee report on the annual performance of the region against education outcomes as basis for management action towards continuous improvement. • Presents to the regional management committee (RD and SDS) an annual report on performance of schools divisions as basis for management action towards continuous improvement of education outcomes. • Presents to the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges for appropriate regional policy implementation. • Presents to the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards to arrive at recommendations on further improving the quality of education in the region.

		<ul style="list-style-type: none"> • Coaches QAD staff in conducting proper assessment of public and private schools (assigned to QAD member) by counter checking SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school. • Recommends to Regional Director, the establishment, separation, recognition, closure and accreditation of the public and private schools based on assessment of their compliance to requirements and standards of quality basic education for the RD. • Leads in publishing and disseminating through various fora and media good practices on quality management from the region, schools divisions, public and private schools in order to increase learning and propagate good practices.
	Coordination with Other RO Units	<ul style="list-style-type: none"> • Communicates M & E results to concerned RO functional divisions /units and schools division management teams and recommends policies for continuous improvement of the delivery of quality basic education. • Participates in crafting the regional education plan (REDP) that will set the strategic directions of the region for a given period. • Assists the Planning Division (PPRD) in the review and validation of the educational plans of the Schools Divisions (DEDP) to determine its alignment to the strategic directions of the region.
	Technical Assistance	<ul style="list-style-type: none"> • Consolidates M & E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions to increase learning outcomes (in coordination with the FTAD) • Facilitates the provision of technical assistance to the schools divisions by: <ul style="list-style-type: none"> ○ leading a team that will take care of the TA needs of a cluster of schools divisions ○ responding to the identified needs of the all the schools divisions in

		relation to utilization of M&E processes for bringing about quality education support and services
	Unit Performance	<ul style="list-style-type: none"> • Prepares and manages the budget for QADs resource requirements and submits this to be part of the Regional Budget. • Manages personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets. • Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action. • Submits M & E Report/ Results of QAD Operations to inform management of progress. • Prepares and submits an Annual Procurement Plan of QAD to schedule expense requirements. • Conducts Performance Appraisal Feedback and Ratings on direct reports towards continue improvement of performance. • Prepares and implements a Professional Development Plan for QAAD personnel • Attends management and coordination meeting and conducts staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. • Conducts regular QAAD Meetings for regular updates and work coordination. • Cultivates a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.

Administrative Officer II (Human Resource Management Officer I)		
Job Summary	Key Result Area	Duties and Responsibilities
The position shall be responsible in payroll management and	Salary Administration And Personnel Records	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.

consolidation of payroll-related reports. It shall also provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the region.		<ul style="list-style-type: none"> • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA). • Assist in the processing and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel. • Compute claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.
	Benefits Administration	<ul style="list-style-type: none"> • Draft memoranda on latest issuances on personnel benefits • Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes . • Processes application for monetization of leave credits. • Recommend necessary actions on application for leaves (sick, vacation, study, scholarships and training). • Assist in the processing of application for loans with GSIS, Pag-Ibig and private lending institutions.
	Personnel Information System	<ul style="list-style-type: none"> • Assist in updating the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization. • Maintain a complete and updated personnel records of RO office personnel both in the HRIS and in the 201 file. • Assist in the maintenance and updating of Human Resource Information Management System (HRIS) and generates reports on personnel data (from the HRIS) as requested for various human resource management and development decisions. • Assist in the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions.

	Other Duties	<ul style="list-style-type: none"> Perform other functions as may be assigned by the immediate supervisor.
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CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points		Means of Verification
	Related-Teaching CES	Non-Teaching Level 2 AO II	
A. Education <i>Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS</i>	10	5	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
B. Training <i>Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years</i>	10	10	Certificate/s of Training
C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS</i>	10	15	Certificate of Employment, Contract of Service, or duly signed Service Record
D. Performance <i>Performance Rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission</i>	25	20	Positions with no experience requirement <ul style="list-style-type: none"> applicants shall submit the board examination or Career Service Eligibility ratings. For honor graduates covered by PD 907, corresponding points for honors earned shall be given.

E. Outstanding Accomplishments <i>Acquired after the last promotion</i>	10	10	Awards and Recognition: Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience. a. Academic or inter-school award; or b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award. Outstanding Employee Award: a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit Research and Innovation: a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether

			<p>published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <ol style="list-style-type: none"> Issuance of Memorandum showing the membership in NTWG or Committee Certificate of Participation or Attendance; and Output/Adoption by the organization/DepEd <p>Resource Speakership/Learning Facilitation</p> <ol style="list-style-type: none"> Issuance/Memorandum/Invitation/Training Matrix; Certificate of Recognition/merit/Commendation/Appreciation; and Slide deck/s used and/or Session guide/s <p>NEAP Accredited Learning Facilitator</p> <ol style="list-style-type: none"> Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office
F. Application of Education <i>Acquired after the last promotion</i>	10	10	<p>For positions with no experience requirement</p> <ul style="list-style-type: none"> applicants shall submit the General Weighted Average (GWA) in the highest academic/grade level earned as Evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from CHED or other certifications.

G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	10	a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required; b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
H. Potential (Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test) <i>Measure using other evaluative assessments</i>	15	20	HRMPSB Ratings
TOTAL	100	100	

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant. Check if submitted)	Verification (To be filled out by the HRMO/HR Officer, sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", if electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and as if the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.