



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

September 11, 2025

**REGIONAL MEMORANDUM**

No. **1144** s. 2025

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 1107, S. 2025**  
**RE: ANNOUNCEMENT OF VACANT POSITION 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 with the updated qualification standards, general scope and key duties and responsibilities.

| No. of Vacancy/ies | Position Title                                    | Monthly Salary   | Office Assignment                              |
|--------------------|---|--|--|
| Three (3)          | Technical Assistant III under Contract of Service | Php 48,000 + 10% premium (to be received every 6 months) | Delivery Unit- Office of the Regional Director |

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 table of contents and proper tabbing** not later than **September 21, 2025, 5:00PM:**

- 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](http://www.csc.gov.ph), if applicable;
- Curriculum Vitae;
- Transcript of Records;
- 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 the Performance Rating, 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,



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



- h. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 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.
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.



**RONELO AL 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



Enclosure to Regional Memorandum No. \_\_\_\_\_, s. 2025

**QUALIFICATION STANDARDS**

| <b>Technical Assistant III<br/>Strategic and Technical Advisory Officer</b> |  |
|---|--|
| Education   | Bachelor's degree in Public Administration, Education, Policy Studies, or related field (Master's preferred).  |
| Experience  | None required  |
| Training  | None required  |
| Eligibility   | None required  |
| Competencies  | <ul style="list-style-type: none"> <li>• Strong background in policy analysis, strategic planning, government advisory work.</li> <li>• Excellent writing and presentation skills.</li> <li>• Ability to synthesize complex information into clear, actionable outputs.</li> </ul> |

| <b>Technical Assistant III<br/>Stakeholder Engagement and Coordination Officer</b> |  |
|--|--|
| Education  | Bachelor's degree in communication, Public Relations, Education, or related field.   |
| Experience   | None required  |
| Training   | None required  |
| Eligibility  | None required  |
| Competencies   | <ul style="list-style-type: none"> <li>• Experience in stakeholder coordination, event facilitation, or partnership management.</li> <li>• Strong interpersonal and organizational skills.</li> <li>• Ability to manage multiple engagements and maintain professional relationships.</li> </ul> |

| <b>Technical Assistant III<br/>Monitoring and Operations Officer</b> |   |
|--|---|
| Education  | Bachelor's degree in Statistics, Management, Education or related field.  |
| Experience   | None required   |
| Training   | None required   |
| Eligibility  | None required   |
| Competencies   | <ul style="list-style-type: none"> <li>• Experience in monitoring and evaluation, data analysis, or project management.</li> <li>• Proficiency in spreadsheet and data visualization tools.</li> <li>• Strong attention to detail and ability to meet deadlines.</li> </ul> |

## GENERAL SCOPE OF DUTIES AND RESPONSIBILITIES

### 1. Provide Strategic Technical Advisory Support

Deliver expert-level guidance and analytical support to the Head of the Delivery Unit under the Office of the Regional Director, contributing to the formulation and execution of strategic initiatives aligned with DepEd's regional priorities.

### 2. Develop High-Impact Communication and Policy Instruments

Lead the preparation of comprehensive briefing materials, policy notes, presentation decks, speeches, and progress reports to inform decision-making and communicate key developments to internal and external stakeholders.

### 3. Facilitate Multi-Stakeholder Engagement and Coordination

Serve as liaison between the Delivery Unit and relevant offices within DepEd Central and Regional Offices, as well as external education partners, ensuring seamless collaboration and alignment of efforts.

### 4. Lead Capacity Building and Knowledge Sharing Activities

Design, organize, and facilitate workshops, consultations, and focused group discussions to build regional capacity, foster innovation, and promote shared understanding of strategic goals.

### 5. Oversee Performance Monitoring and Reporting Systems

Manage and continuously improve monitoring tools and frameworks to track the progress of Delivery Unit initiatives, ensuring timely and accurate reporting of key performance indicators.

### 6. Executive Special Projects and Emerging Priorities

Undertake additional responsibilities and special assignments as delegated by the Head of the Delivery Unit, contributing to the dynamic needs of the organization.

## KEY DUTIES AND RESPONSIBILITIES

| <b>Technical Assistant III</b><br><b>Strategic and Technical Advisory Officer</b>  |   |
|--|---|
| <b>Position Summary</b>  | <b>Key Responsibilities</b>   |
| The Strategic and Technical Advisory Officer provides high-level analytical and technical support to the Head of the Delivery Unit. This role is responsible for developing strategic communication materials, policy instruments, and reports that inform | <ul style="list-style-type: none"> <li>• Provide expert-level advisory support on strategic initiatives and policy implementation.</li> <li>• Prepare briefing materials, policy notes, speeches, and presentation decks for internal and external engagements.</li> <li>• Draft progress reports and analytical summaries to support performance reviews and planning.</li> <li>• Contribute to the development of strategic frameworks and reform proposals.</li> </ul> |



|   |  |
|---|--|
| decision-making and advance regional education priorities.. |  |
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| <b>Technical Assistant III</b><br><b>Stakeholder Engagement and Coordination Officer</b>   |  |
|--|--|
| <b>Position Summary</b>  | <b>Key Responsibilities</b>  |
| The Stakeholder Engagement and Coordination Officer serves as the primary liaison between the Delivery Unit and internal/external partners. This role ensures effective collaboration, facilitates knowledge-sharing activities, and supports the alignment of regional initiatives with national education goals. | <ul style="list-style-type: none"> <li>• Coordinate with DepEd Central and Regional Office, development partners, and other stakeholders.</li> <li>• Organize and facilitate workshops, consultations, and small group meetings.</li> <li>• Support stakeholder engagement strategies and partnership development.</li> <li>• Document and follow up on action points from meetings and collaborative activities.</li> </ul> |

| <b>Technical Assistant III</b><br><b>Monitoring and Operations Officer</b>  |  |
|---|--|
| <b>Position Summary</b>   | <b>Key Responsibilities</b>  |
| The Monitoring and Operations Officer is responsible for tracking the progress of Delivery Unit initiatives, maintaining performance monitoring tools, and supporting operational needs. This role ensures timely reporting and contributes to data-driven decision-making. | <ul style="list-style-type: none"> <li>• Maintain and update progress monitoring templates and performance dashboards.</li> <li>• Collect, analyze, and report data related to Delivery Unit deliverables.</li> <li>• Support operational planning and documentation of activities.</li> <li>• Perform other functions and special assignments as delegated by the Head of the Delivery Unit.</li> </ul> |

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION**

| <b>Criteria</b>  | <b>Breakdown of Points</b>                                     | <b>Means of Verification</b>   |
|--|--|--|
|  | <b>Non-Teaching<br/>Level 2<br/>Technical<br/>Assistant II</b> |  |
| <b>A. Education</b><br><i>Education Units and/or degree relevant to the position to be filled, <b>exceeding</b> the minimum qualification requirements in the CSC-approved QS</i>  | <b>5</b>   | Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available   |
| <b>B. Training</b><br><i>Training hours relevant to the position to be filled, <b>exceeding</b> the minimum qualification requirements as defined in the CSC-approved QS, acquired after the <b>last promotion</b> but within the <b>last five (5) years</b></i> | <b>10</b>  | Certificate/s of Training  |
| <b>C. Experience</b><br><i>Experience relevant to the position to be filled, <b>exceeding</b> the minimum qualification requirements as defined in the CSC-approved QS</i>   | <b>15</b>  | Certificate of Employment, Contract of Service, or duly signed Service Record  |
| <b>D. Performance</b><br><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>   | <b>20</b>  | <b>Positions with no experience requirement</b><br>- applicants shall submit the board examination or Career Service Eligibility ratings.<br>- For honor graduates covered by PD 907, corresponding points for honors earned shall be given. |
| <b>E. Outstanding Accomplishments</b><br><i>Acquired after the last promotion</i>  | <b>10</b>  | <b>Awards and Recognition:</b><br><br><b>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</b><br>a. Academic or inter-school award; or   |

|  |  |  |
|--|--|--|
|  |  | <p>b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or</p> <p>c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award.</p> <p><b>Outstanding Employee Award:</b></p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and</p> <p>b. Certificate of Recognition/Merit</p> <p><b>Research and Innovation:</b></p> <p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p><b>Subject Matter Expert/Membership in National TWGs or Committees</b></p> <p>a. Issuance of Memorandum showing the membership in NTWG or Committee</p> |
|--|--|--|



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|---|----|--|
|   |    | <p>b. Certificate of Participation or Attendance; and</p> <p>c. Output/Adoption by the organization/DepEd</p> <p><b>Resource Speakership/<br/>Learning Facilitation</b></p> <p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/merit/Commendation/Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s</p> <p><b>NEAP Accredited Learning Facilitator</b></p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office</p> |
| <p><b>F. Application of Education</b><br/><i>Acquired after the last promotion</i></p>                  | 10 | <p><b>For positions with no experience requirement</b></p> <p>- 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.</p>  |
| <p><b>G. Application of Learning &amp; Development</b><br/><i>Acquired after the last promotion</i></p> | 10 | <p>a. Certificate of Training or Certification on any applicable L&amp;D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&amp;D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;</p>   |



|  |            |   |
|--|------------|---|
|  |            | 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;<br>c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;<br>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. |
| <b>H. Potential</b><br><b>(Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test)</b><br><i>Measure using other evaluative assessments</i> | <b>20</b>  | HRMPSB Ratings  |
| <b>TOTAL</b>   | <b>100</b> |   |

## 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<br>(To be filled out by the applicant;<br>Check if submitted) | Verification<br>(To be filled out by the HRMS/HR Office/sub-offices) |         |
|--|--|--|---------|
|  |  | Status of Submission<br>(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, "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and as to enforce 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."