



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

January 13, 2026

REGIONAL MEMORANDUM
No. **62** s. 2025

**ANNOUNCEMENT OF ANTICIPATED VACANCY/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:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Chief Education Supervisor	24	Education Support Services Division
One (1)	Statistician I	11	Policy, Planning, and Research Division

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 **January 30, 2026, 5:00PM**:

- a. Letter of intent addressed to the Regional Director;
- b. 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;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 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;
- 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C* of DepEd Order 007, s. 2023; and,
- k. 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@deped.gov.ph
Website: region8.deped.gov.ph



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

- 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 HRMPSB (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 or via courier addressed to:

The Regional Director

Department of Education, Regional Office VIII
Government Center, Candalug, 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.


RONEALO 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



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Enclosure to Regional Memorandum No. 62, s. 2025**QUALIFICATION STANDARDS**

Chief Education Supervisor	
Education	Master's degree in Education or other relevant Master's degree
Experience	4 years relevant experience involving management and supervision
Training	24 hours of training in management and supervision
Eligibility	PBET; Teacher

Statistician 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		
Job Summary	Key Result Area	Duties and Responsibilities
<ul style="list-style-type: none"> To provide strategic and technical inputs towards helping the Schools Divisions provide schools with conducive learning environment and ensure learner's readiness through the timely mobilization and equitable distribution of sufficient resources, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient implementation of sustainable special programs/projects and services. To lead and manage the work of the ESSD team that will help ensure that Schools Division have the resources, technical assistance 	Partners and Donors	<ul style="list-style-type: none"> Partners in education with MOA/MOU. Localized policies/standards for engaging ESS partners. Sustained relationships of partners for increased support to basic education Review and evaluate partnership proposals to strengthen education support services and recommend to the RD, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners. Review and recommend to the RD localized policies/standards for engaging ESS partners that will protect DepEd interest and values. Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.
	Policies and Programs	<ul style="list-style-type: none"> Review and evaluate partnership proposals to strengthen education support services and recommend to the RD, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners. Review and recommend to the RD localized policies/standards for engaging ESS partners that will protect DepEd interest and values. Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.
	Technical Assistance	<ul style="list-style-type: none"> Ensure the provision of technical assistance to the schools division by: <ul style="list-style-type: none"> leading a team that will take care of the needs a cluster of schools division. responding to the identified needs of the all the schools divisions in relation to education support and services.
	Unit Performance	<ul style="list-style-type: none"> Prepare and manage the budget for ESSD's resource requirements and submits this to be part of the Regional Budget.

<p>and are able to implement sustainable programs and projects to help schools establish a conducive learning environment and ensure learner readiness to learn.</p>		<ul style="list-style-type: none"> • Manage 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 ESSD Operations to inform management of progress. • Prepares and submits an Annual Procurement Plan of ESSD to schedule expense requirements. • Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance. • Prepares and implements a Professional Development Plan for ESSD personnel • Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. • Conducts regular ESSD Meetings for regular updates and work coordination. • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.
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Statistician I		
Job Summary	Key Result Area	Duties and Responsibilities
<p>Maintains the basic education database of the RO and provide processed basic education data as may be required in the implementation of the policy and planning system, as well as in the preparation of</p>	<p>Education Data Management System</p>	<ul style="list-style-type: none"> • Encode into the data base system reliable and updated basic education data to generate reliable and updated reports. • Maintain a functional basic education information system by regular data clean up and system maintenance to make data available at all times. • Analyze user request for data and process education data in different formats (tabular, graphical, etc.) to respond to user requirement. <p>Specific to the EBEIS:</p> <ul style="list-style-type: none"> • Generate EBEIS-QC, EBEIS-PI, EBEIS-SSM.

regular and special reports		<ul style="list-style-type: none"> Compile Form 3 by School Division for validation purposes. Consolidate June enrolment data per week for media updates and Weekly Reports on Enrolment to DepEd CO. Organize data from BEIS and reports for data needed by the stakeholders/Researchers. Update Records of NAT Results for planning. Organize data of the BEIS-PI to determine the education outcomes. Validate EBEIS Data for the Situational Analysis including Educational Resources Organize EBEIS data for Report Cards to the Congressmen, City Mayors, and Governors.
	Research	<ul style="list-style-type: none"> Analyze data requirement according to the objective of the research study and processed data in required format to be easily understood.

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points		Means of Verification
	Related-Teaching CES	Non-Teaching Level 2 STATISTICIAN I	
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</i>	10	15	Certificate of Employment, Contract of Service, or duly signed Service Record

<i>qualification requirements as defined in the CSC-approved QS</i>			
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	<p>Positions with no experience requirement</p> <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	<p>Awards and Recognition:</p> <p>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</p> <ul style="list-style-type: none"> 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. <p>Outstanding Employee Award:</p> <ul style="list-style-type: none"> a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit <p>Research and Innovation:</p> <ul style="list-style-type: none"> a. Proposal duly approved by the Head of Office or the designated Research

			<p>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>Subject Matter</p> <p>Expert/Membership in National TWGs or Committees</p> <p>a. Issuance of Memorandum showing the membership in NTWG or Committee</p> <p>b. Certificate of Participation or Attendance; and</p> <p>c. Output/Adoption by the organization/ DepEd</p> <p>Resource Speakership/ Learning Facilitation</p> <p>a. Issuance/Memorandum/I nvitation/Training Matrix;</p> <p>b. Certificate of Recognition/merit/Comm endation/Appreciation; and</p>

			<p>c. Slide deck/s used and/or Session guide/s</p> <p>NEAP Accredited Learning Facilitator</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>
F. Application of Education <i>Acquired after the last promotion</i>	10	10	<p>For positions with no experience requirement</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>
G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	10	<p>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;</p> <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;</p> <p>c. Accomplishment Report together with a General</p>

			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) Measure using other evaluative assessments	15	20	HRMPSB Ratings
TOTAL	100	100	

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Annex C

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 Office/ 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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and as far as 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 suitable for subsequent reference.



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