



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

March 23, 2026

REGIONAL MEMORANDUM

No. **376** s. 2026

**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)	Education Program Supervisor (Science)	22	Curriculum and Learning Management Division
One (1)	Administrative Assistant III (Secretary II)	9	Office of the Regional Director
One (1)	Administrative Assistant I (Secretary I)	7	Curriculum and Learning Management Division
One (1)	Administrative Aide VI (Data Entry Machine Operator I)	6	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 **April 10, 2026, 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



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



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:
- 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, 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.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
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

Education Program Supervisor	
Education	Master's degree in Education or other relevant Master's degree with specific area of specialization (Science)
Experience	At least 2 years' experience as Principal or Head Teacher or Master Teacher
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)

Administrative Assistant III (Secretary II)	
Education	Completion of two years studies in college or completion of Grade 12/Senior High School (starting 2018)
Experience	One (1) year relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service (Sub-Professional)/First Level Eligibility

Administrative Assistant I (Secretary I)	
Education	Completion of two years studies in college or completion of Grade 12/Senior High School (starting 2018)
Experience	None required
Training	None required
Eligibility	Career Service (Sub-Professional)/First Level Eligibility

Administrative Aide VI (Data Entry Machine Operator I)	
Education	Completion of two years studies in college or completion of High school graduate with relevant vocational/trade course (prior to 2018); OR Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood Track or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
Experience	None required
Training	None required
Eligibility	Career Service (Sub-Professional)/First Level Eligibility/Data Encoder Eligibility

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Education Program Supervisor		
Job Summary	Key Result Area	Duties and Responsibilities
<p>To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects;</p> <p>To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.</p>	<p>Management of Curriculum Implementation</p>	<ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. • Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. <p>Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</p>
<p>When part of LR Design and</p>	<p>Curriculum Development,</p>	<ul style="list-style-type: none"> • Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Development Team, may be assigned as Instructional Design and Development Coordinator	Enrichment, and Localization	<p>curriculum per subject area for use of the schools division.</p> <ul style="list-style-type: none"> • Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. • Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. • Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
	Learning Delivery	<ul style="list-style-type: none"> • Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.
	Learning Resource	<ul style="list-style-type: none"> • Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum. • Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.

Administrative Assistant III (Secretary II)		
Job Summary	Key Result Area	Duties and Responsibilities
Provide prompt and quality support service to the Director and/or directorate by implementing administrative systems, procedures, and monitoring administrative projects in order	Office Schedules	<ul style="list-style-type: none"> • Schedules/calendars meetings/appointments of the Director with other offices/Staff by calendaring, following up and confirming attendance of both parties for efficient utilization of Director's time.
	Communication s/ Documents	<ul style="list-style-type: none"> • Reviews documents received and prepares referral slips by identifying contents of documents for action of the Director or routing document to the concerned office or person.
	Guest Reception	<ul style="list-style-type: none"> • Entertains visitors/guests of the Director/Directorate by attending to

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

for the Director to perform his/her duties efficiently.		their needs promptly thus lessening the time demand on the Director.
	Records/Files Management	<ul style="list-style-type: none"> • Prepares minutes of meetings/agenda attended and conducted by the Office of the Director by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements. • Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference Director's Travel and Financial Documents.
	Director's Travel and Financial Documents	<ul style="list-style-type: none"> • Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. • Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director/directorate by preparing required documents/forms.
	Technical Support	<ul style="list-style-type: none"> • Prepares PowerPoint presentation drafted by the Director for use in the scheduled speaking engagement.
	Personnel and Administrative Support	<ul style="list-style-type: none"> • Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook. • Provides administrative support/logistics needs in the implementation of the Office programs/projects/activities initiated by the Director/Directorate through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment.
Secondary Duties	<ul style="list-style-type: none"> • Perform such other functions as may be assigned by proper authorities. 	

Administrative Assistant I (Secretary I)		
Job Summary	Key Result Area	Duties and Responsibilities
To assist the management and staff and provide administrative support in the effective and efficient operation of the CLM Division	Plots/schedules CLMD activities	<ul style="list-style-type: none"> Schedules/calendars CLMD activities such as training and workshops, meetings/ appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
	Records Management	<ul style="list-style-type: none"> Receives, records and routes documents addressed to the CLMD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
	Administrative Support	<ul style="list-style-type: none"> Receives, records and routes documents addressed to the CLMD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

	Administrative Support	<ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials. • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of CLMD . • Ensure security of office equipment and availability of office supplies.
	Secretariat/Frontline	<ul style="list-style-type: none"> • Receives and routes incoming calls to or logs information and notifies the concerned party . • Greets and entertains office visitors and responds to their needs. • Logs concerns brought to the office and follow through on inquiries. • Coordinates travel bookings of CLMD staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.

Administrative Aide VI (Data Entry Machine Operator I)

Job Summary	Key Result Area	Duties and Responsibilities
To provide administrative support in the effective and efficient operation of the Personnel Section	Scheduling of Administrative Division Activities	<ul style="list-style-type: none"> • Schedules/calendars Administrative Division activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
	Record Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the Administrative Division by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

	<ul style="list-style-type: none"> Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	<ul style="list-style-type: none"> Prepares or encodes into electronic format word documents and other presentation materials. Provides assistance and administrative support to training and conferences as assigned. Coordinates preparation of documents needed in the operations of Administrative Division. Ensure security of office equipment and availability of office supplies. Process authority to travel both local and abroad.
Salary and Benefits	<ul style="list-style-type: none"> Assist in preparing payroll for salary and other benefits of regular and contract of service employees.
Secretariat/Frontline	<ul style="list-style-type: none"> Travel bookings made Appointment, venue, meals arranged Received/routed calls Visitors responded to Follow through on inquiries

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points		Means of Verification
	Related-Teaching EPS	Non-Teaching Level 1 ADAS III; ADAS I; ADA VI	
<p>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></p>	10	5	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
<p>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></p>	10	5	Certificate/s of Training
<p>C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS</i></p>	10	20	Certificate of Employment, Contract of Service, or duly signed Service Record
<p>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></p>	20	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.

<p>E. Outstanding Accomplishments <i>Acquired after the last promotion</i></p>	<p>5</p>	<p>10</p>	<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> <p>a. Academic or inter-school award; or</p> <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>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and</p> <p>b. Certificate of Recognition/Merit</p> <p>Research and Innovation:</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>
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			<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 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/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>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>
<p>F. Application of Education <i>Acquired after the last promotion</i></p>	<p>15</p>	<p>10</p>	<p>For positions with experience requirement</p>

			<p>a. Action Plan approved by the Head of Office; b. Accomplishment Report verified by the Head of Office; c. Certification of the utilization/adoption signed by the Head of Office.</p> <p>For positions with no experience requirement - 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>G. Application of Learning & Development <i>Acquired after the last promotion</i></p>	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; 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;</p>

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

			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>	20	20	HRMPSB Ratings
TOTAL	100	100	

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

CHECKLIST OF REQUIREMENTS

Annex C

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 <i>(To be filled out by the applicant. Check if submitted.)</i>	Verification <i>(To be filled out by the HRMS/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	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 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.



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