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

June 17, 2026

REGIONAL MEMORANDUM
No. **749** s. 2026

**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:

No. of Vacancy	Position Title	Monthly Salary	Office Assignment	Contract Period
Ten (10)	Administrative Aide I (Utility Worker I) under Contract of Service	14,634	Administrative Division- Personnel Section-1 Procurement Unit-1 Records Section-1 General Services Unit-3 Asset Management Section-1 Commission on Audit-3	July to December 2026
One (1)			CLMD-Proper	
Five (5)			CLMD-Girls Education Center	
One (1)			CLMD-Learning Resource Management Section	
One (1)			ESSD-Proper	
Four (4)			HRDD-National Educator's Academy of the Philippines	
Three (3)			Finance Division	
One (1)			Office of the Regional Director	
One (1)			Office of the Assistant Regional Director	
One (1)			ORD-Information, Communication and Technology Unit	
One (1)			ORD-Public Affairs Unit	



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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

One (1)	Administrative Support II under Contract of Service	22,000	ESSD-Special Programs and Projects Section	July to December 2026
Five (5)	Technical Assistant I under Contract of Service	28,000	ESSD-Health and Nutrition Section-1 Special Programs and Projects Section-4	
Two (2)	Technical Assistant II under Contract of Service	38,000	ESSD-Health and Nutrition Section-2	
Four (4)	Technical Assistant III under Contract of Service	48,000	ORD- Delivery Unit-3 CLMD-Proper-1	

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 accomplish the link provided <https://forms.gle/o86Hf7Q51u2A1FZN6> on or before **June 21, 2026, 5:00 PM**. The following documentary requirements **with proper tabbing** shall be submitted during the HRMPSB evaluation which will be conducted on **June 22, 2026, 1:00 PM onwards** at the Training Hall 4, RELC-NEAP, DepEd Regional Office VIII.

- 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:
 - 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. 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.

4. Attached are the Qualification Standards, and Criteria and Point System.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director 

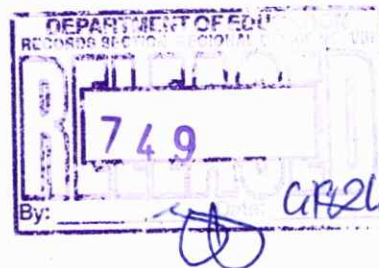
Enclosure: As stated

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



Enclosure to Regional Memorandum No. 749, s. 2026**QUALIFICATION STANDARDS**

Administrative Aide I (Utility Worker I) under Contract of Service	
Education	Must be able to read and write
Experience	None required
Training	None required
Eligibility	None required

Administrative Support II under Contract of Service	
Education	Completion of two years studies in college (prior to 2018) or completion of Grade 12/Senior High School (starting 2018)
Experience	None required
Training	None required
Eligibility	None required

Technical Assistant II under Contract of Service	
Education	Bachelor's degree relevant to the job
Experience	At least one (1) year relevant experience
Training	At least 8 hours of relevant training
Eligibility	None required

Technical Assistant III under Contract of Service	
Education	Bachelor's degree relevant to the job
Experience	Two (2) years of relevant experience
Training	24 hours of relevant training
Eligibility	None required

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points		Means of Verification
	Non-Teaching Level 2 TA I TA II TA III	Non-Teaching Level 1 ADA VI AS 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>	5	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	5	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>	15	20	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>	20	20	Positions with no experience requirement - 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

		<p>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> <p>e. Proof of citation by other researchers (whose study/research, whether</p>
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			<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
<p>F. Application of Education <i>Acquired after the last promotion</i></p>	<p>10</p>	<p>10</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</p>

			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>	20	20	HRMPSB Ratings
TOTAL	100	100	

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 <small>(To be filled out by the applicant) Check if submitted.</small>	Verification <small>(To be filled out by the HR/HRM/HR Office/ sub-committee)</small>	
		Status of Submission <small>(Check if complete)</small>	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 accordance 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 a) (where 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 as to be usable for subsequent reference.