



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

July 1, 2026

**REGIONAL MEMORANDUM**

No. **825** 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)	Dentist III	20	Education Support Services Division
One (1)	Dormitory Manager II	11	Human Resource Development 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. Please complete the application form through the following link: <https://forms.gle/o86Hf7Q51u2A1FZN6> and upload the following documentary requirements not later than **July 17, 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](http://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@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: [region8.deped.gov.ph](http://region8.deped.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.
3. Applicants who failed to upload the 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.
4. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.
5. Original copies of the uploaded documents shall be required during the face to face assessment process. The exact schedule which will be announced in a separate memorandum. Applicants who pass the initial evaluation shall be notified on the schedule through email, messenger, cellphone, or any other means of communication
6. 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.
7. 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.
8. 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.
9. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.
10. 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. 825, s. 2026

**QUALIFICATION STANDARDS**

<b>Dentist III</b>	
Education	Doctor of Dental Medicine or Dental Surgery
Experience	At least 2 years' of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080 (Dentist)

<b>Dormitory Manager II</b>	
Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional)/Second Level Eligibility

**JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES**

<b>Dentist III</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
<p>To provide promotive and preventive dental services to school children and youth and strategize sustainable solutions and interventions to their dental health problems with educational partners and stakeholders.</p>	<p>Dental Programs and Services</p>	<ul style="list-style-type: none"> <li>• Monitors, evaluates and reports the “Dental Health Status” of learners in the assigned cluster of schools to identify dental health needs of learners.</li> <li>• Plans and formulates strategies to improve dental health and well-being of learners as inputs to the education plan of the school division and basis for program development</li> <li>• Prepares concept papers, program and project designs and proposals and submits draft to HEPO for finalization and presentation to SDO management for approval and funding.</li> <li>• Prepares work plans for the implementation of approved programs and projects engaging stakeholders in the process as needed to get their commitment and involvement.</li> <li>• Drafts advocacy programs and materials for publication and distribution to generate awareness and support for dental health programs of the schools division offices.</li> <li>• Make available dental services for learners in schools either through a dental clinic or in partnership with dental associations to conduct dental missions, or with the LGU.</li> <li>• Reports results of monitoring and evaluation of implemented dental health programs with recommendations to Health and Education Promotion Officer and SDO management.</li> </ul>
	<p>Partnerships</p>	<ul style="list-style-type: none"> <li>• Prepares draft MOU, MOA and contracts to establish and maintain partnerships and agreements with government and non-government agencies and stakeholders to support and sustain dental health programs and services for learners.</li> <li>• Prepares and analyses reports for dissemination to local internal and external stakeholders to have a greater “buy in” among partners for the benefit of the learners.</li> <li>• In coordination with FTAD, provide technical assistance to the regional and</li> </ul>

		schools division personnel on dental-related programs.
--	--	--

<b>Dormitory Manager II</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
To manage the Regional Education Learning Center (RELC) to ensure upkeep and maintenance of the facilities and efficient scheduling of training venues and dormitories for the Regional NEAP's operation and earn revenue to help sustain RELC operations.	RELC Training and Conference Facilities	<ul style="list-style-type: none"> <li>Coordinates and publishes schedule and calendar on utilization of training and conference facilities to serve as reference for RO staff and users.</li> <li>Supervises assigning and set up of training and conference facilities according to client requirements.</li> <li>Supervises the work of contracted personnel in cleaning and maintaining facilities.</li> <li>Recommends and implements upon approval, an annual "Training Facilities Maintenance, Improvement and Upgrading Plans".</li> </ul>
	RELC Dormitories	<ul style="list-style-type: none"> <li>Prepares, recommends and implements upon approval "Policies, and procedures in the Dormitories Use and Operations" to ensure efficient dormitory operations.</li> <li>Oversees the preparation of Dormitory rooms based on reservation requests to ensure its readiness for occupancy.</li> <li>Oversees the billeting and room assignments of guests to ensure efficient dormitory operation and maximizing room occupancy.</li> </ul>
	RELC Grounds and Surroundings	<ul style="list-style-type: none"> <li>Sets policies and operational guidelines and procedures on garbage and waste disposal to ensure cleanliness and sanitation and optimize waste recovery.</li> <li>Oversees grounds upkeep and landscaping surrounding the vicinity of the RELC to maintain a conducive environment for learning.</li> </ul>
	Secondary Duties	<ul style="list-style-type: none"> <li>Performs such other functions as may be assigned by proper authorities.</li> </ul>

### CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points	Means of Verification
	Non-Teaching Level 2 Dentist III Dormitory Manager II	
<b>A. Education</b> <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> <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)</b> years</i>	<b>10</b>	Certificate/s of Training
<b>C. Experience</b> <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> <i>Performance Rating covering one <b>(1) year</b> 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> - 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.
<b>E. Outstanding Accomplishments</b> <i>Acquired after the last promotion</i>	<b>10</b>	<b>Awards and Recognition:</b>  <b>Academic or Inter-School Awards – shall apply only to applicants with no or less</b>

		<p><b>than one (1) year experience.</b></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><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</b></p>
--	--	--

		<p><b>National TWGs or Committees</b></p> <ul style="list-style-type: none"> <li>a. Issuance of Memorandum showing the membership in NTWG or Committee</li> <li>b. Certificate of Participation or Attendance; and</li> <li>c. Output/Adoption by the organization/DepEd</li> </ul> <p><b>Resource Speakership/ Learning Facilitation</b></p> <ul style="list-style-type: none"> <li>a. Issuance/Memorandum/Invitation/Training Matrix;</li> <li>b. Certificate of Recognition/merit/Commendation/Appreciation; and</li> <li>c. Slide deck/s used and/or Session guide/s</li> </ul> <p><b>NEAP Accredited Learning Facilitator</b></p> <ul style="list-style-type: none"> <li>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</li> <li>b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office</li> </ul>
<p><b>F. Application of Education</b> <i>Acquired after the last promotion</i></p>	<p><b>10</b></p>	<p><b><i>For positions with experience requirement</i></b></p> <ul style="list-style-type: none"> <li>a. Action Plan approved by the Head of Office;</li> <li>b. Accomplishment Report verified by the Head of Office;</li> <li>c. Certification of the utilization/adoption signed by the Head of Office.</li> </ul> <p><b><i>For positions with no experience requirement</i></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</p>

		Order from CHED or other certifications.
<b>G. Application of Learning &amp; Development</b> <i>Acquired after the last promotion</i>	<b>10</b>	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.
<b>H. Potential</b> <b>(Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test)</b> <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 <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 complete)</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 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 so as to be usable for subsequent reference.