



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

September 15, 2026

REGIONAL MEMORANDUM

No. **1203** 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	Salary Grade Monthly Salary	Duration	Office Assignment
One (1)	Technical Assistant III (Monitoring and Operations Officer) under Contract of Service	Php 48,000 + 10% premium (to be received every 6 months)	Three (3) months	Office of the Regional Director-Delivery Unit
One (1)	Technical Assistant II (Learner Rights and Protection) under Contract of Service	Php 28,000 + 10% premium (to be received every 6 months)	Three (3) months	Education Support Services Division
One (1)	Technical Assistant II under Contract of Service	Php 28,000 + 10% premium (to be received every 6 months)	Three (3) months	Office of the Regional Director-Legal Unit

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, **September 21, 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 2026) 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) with Certification of General Weighted Average (GWA) 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;



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. 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 HRMPSTB 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. 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 and shall be deemed a waiver of the right to participate in the evaluation and comparative assessment. However, failure to submit additional requirements or those that may be subsequently required by the HRMPSTB (item 2k) shall not warrant exclusion from the pool of official applicants.
4. No additional documents shall be accepted after the prescribed deadline indicated in the official memorandum. Applicants bear full responsibility and accountability in ensuring the completeness of their documentary requirements.
5. Original copies of the uploaded documents must be presented during the assessment process on a schedule to be announced in a separate memorandum. Applicants who pass the initial evaluation shall be informed of the schedule through email, messenger, cellphone, or any other available communication channels.
6. All official applicants in the pool shall be assigned an application code. This measure ensures objectivity, protects applicant identities and upholds the integrity of the evaluation process when results are posted.
7. Attached is the Qualification Standards, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.
9. Qualified applicants will be notified of the schedule for screening/interview through a letter, email, text or phone call.
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

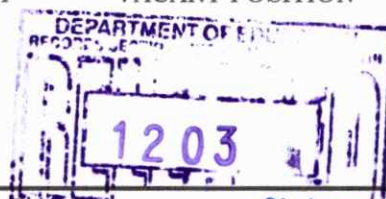
INVITATION TO APPLY

VACANT POSITION

AD-PS-COZ



Address: Government Center, Candahug, Bayo, Leyte
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Enclosure to Regional Memorandum No. _____, s. 2026

QUALIFICATION STANDARDS

Technical Assistant III under Contract of Service Monitoring and Operations Officer	
Education	Bachelor's degree in Statistics, Management, Education or related field.
Experience	None required
Training	None required
Eligibility	None required
Competencies	• Experience in monitoring and evaluation, data analysis, or project management. • Proficiency in spreadsheet and data visualization tools. • Strong attention to detail and ability to meet deadlines.

Technical Assistant II under Contract of Service	
Education	Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT) or any related course, and preferably with law background, at least nine (9) units
Experience	At least one (1) year relevant experience in data management, land titling, property management, and/or work in government service
Training	None required
Eligibility	None required
Skills and Competencies	• Strong organizational and data management skills. • Familiarity with land titling processes and legal documentation. • Effective communication and coordination skills with government offices and other stakeholders • Possess flexibility and adaptability. • Willing to conduct ocular inspection and validation. • Proficiency in Microsoft Office suite and database management software. • Outstanding technical writing skills. • Ability to handle sensitive information with confidentiality and discretion.

Technical Assistant II (Learner Rights and Protection) under Contract of Service	
Education	Bachelor's degree related to Learner Rights and Protection, such as but not limited to Psychology, Social Work, Legal Management, Guidance Counseling, Education, or equivalent 4 year course.
Experience	At least one (1) year of relevant experience
Training	None required
Eligibility	None required
Competencies	• Experience in child rights, particularly Learner Rights and Protection is a plus. • Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities. • Works efficiently and requires minimal supervision. • Familiarity with various office software like Google Docs, Sheets, and Forms; and • Working knowledge on various web conferencing software such as Zoom, Google Meet, and Microsoft Teams, is an advantage.

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.

Technical Assistant III (Monitoring and Operations Officer) under Contract of Service	
Position Summary	Key Responsibilities
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.	- Maintain and update progress monitoring templates and performance dashboards. - Collect, analyze, and report data related to Delivery Unit deliverables. - Support operational planning and documentation of activities. - Perform other functions and special assignments as delegated by the Head of the Delivery Unit.

Terms of Reference (TOR)**Objectives:**

- To have an efficient gathering of school sites data.
- To have a timely submission of needed data on school site concerns.
- To assist in establishing a collective effort with stakeholders such as the Local Government Units (LGUs) National Agencies (NAs), and private entities in securing/acquiring ownership of DepEd school sites.
- To establish a centralized and verified school sites database system specifically for land ownership and titles.

Technical Assistant II under Contract of Service**Key Responsibilities**

- Geotag DepEd school sites location in the region using geographic information of Google maps.
- Conduct field visit to verify ownership status of DepEd school sites.
- Assist the SDOs in securing ownership of school titling.
- Assist the Legal Officer in the preparation of a Complete Staff Work Report on school site issues and cases for submission to STO.
- Identify school sites with adverse claims and those already filed in court, as well as data of school site cases with the DepEd deputized lawyer.
- Coordinate with the division lawyer/focal person in SDO for school site issues and concerns within their respective division.
- Consolidate and prepare periodic reports regarding status of school sites.
- Update other school sites data inventory.

Technical Assistant II (Learner Rights and Protection) under Contract of Service

Key Responsibilities

- Focus on the handling of reported LRP incidents in the Regional Helpline and those reported through the LRPD-LTCCH, and assist, as may be needed.
- Provide technical assistance to the Child Protection Committees (CPCs) in the collection and consolidation of LRP reports/data from schools.
- Ensure proper referral of Learner Rights and Protection (LRP) cases.
- Assist the Project Development Officer II (PDO II) in the implementation of Learner Rights and Protection Programs of their respective Regional Offices and/or Schools Division Offices.
- Assist the conduct of virtual meetings relative to the Learner Rights and Protection (LRP) concerns.
- Draft memoranda, indorsements, and other similar communication related to Learner Rights and Protection.
- Coordinate with, and gather information from the Central Office, Regional Office and Schools Division Office relative to Learner Rights and Protection reports/ concerns;
- Act as the Regional/Division Focal Person for monitoring of Learner Rights and Protection activities and concerns at the Region/Schools Division and school level;
- Lead in coordination, budget management, tracking expenses and monitoring of program support funds.
- Lead in the dissemination of announcements and other relevant information to the Schools Division Offices and ensuring that the same will be cascaded to the school level;
- Actively participate in the conduct of advocacy-related activities and to represent the RO in the regional inter-agency councils; and
- Perform other functions as may be assigned by the Project Development Officer II and Head of the Office related to Learner Rights and Protection concern

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points	Means of Verification
	Non-Teaching Level 2	
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	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	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	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	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	Awards and Recognition: Academic or Inter-School Awards – shall apply only to applicants with no or

		less than one (1) year experience. 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. Outstanding Employee Award: a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit Research and Innovation: a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers (whose study/research, whether published or unpublished,
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		is likewise approved by authorized body) of the concept/s developed in the research. Subject Matter Expert/Membership in National TWGs or Committees - Issuance of Memorandum showing the membership in NTWG or Committee - Certificate of Participation or Attendance; and - Output/Adoption by the organization/ DepEd Resource Speakership/ Learning Facilitation - Issuance/Memorandum/Invitation/Training Matrix; - Certificate of Recognition/merit/Commendation/Appreciation; and - Slide deck/s used and/or Session guide/s NEAP Accredited Learning Facilitator - Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office - Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office
F. Application of Education <i>Acquired after the last promotion</i>	10	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.
G. Application of Learning & Development <i>Acquired after the last promotion</i>	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	HRMPSB Ratings
TOTAL	100	

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 HRO/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 if (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 in a way to be suitable for subsequent reference.