



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

8185

September 30, 2026

REGIONAL MEMORANDUM

No. **1289** s. 2026

**UPDATING OF POOL OF APPLICANTS AND SCREENING
FOR THIRD LEVEL POSITIONS**

To: Schools Division Superintendents
All Others Concerned

1. In preparation for vacancies of Third Level positions in this region, the Special Regional Search Committee shall conduct a region-wide screening to update the pool of prospective third level officials/designates.

2. In this connection, all interested Career Executive Service Eligible (CESE), Educational Management Test (EMT) passers, and Career Executive Service Written Examination (CESWE) passers are invited to participate in the search and observe the following schedule:

Activity	Schedule	Mode
Submission of Documents	September 30-October 15, 2026	Online through the link https://tinyurl.com/bdzkh4r2
Validation and Data Gathering	October 16-November 6, 2026	Onsite/Face-to-Face
Behavioral Event Interview	November 9-20, 2026	Virtual or Face-to-Face

3. The following documents shall be uploaded in the link.

- Letter of Intent
- Duly accomplished Updated Personal Data Sheet (CSC Form 212), revised 2026;
- Detailed Curriculum Vitae, including a list and description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
- Updated Service Records;
- Certificate of Eligibility (CESE/EMT/CESWE);
- Performance ratings for the last two (2) rating periods (2024 and 2025); and
- Duly accomplished Applicant Profile using the attached template format.

4. Those who have previously undergone the screening process shall only be required to submit their latest proof of eligibility.

5. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: Applicant's Profile Template

Reference: DM 366, s. 2010

To be indicated in the Perpetual Index under the following subjects:

COMMITTEE
SCREENING
THIRD LEVEL

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

Applicant Profile Template

NAME:

Current Position/Designation:
Position Applied For:
Email address:
Cell phone Number:
Age:

EDUCATIONAL ATTAINMENT

<i>Course</i>	<i>School</i>	<i>Year Graduated (YYYY)</i>	<i>Honors Received</i>
College Degree:			
Graduate Studies:			

ELIGIBILITY

<i>ELIGIBILITY</i>	<i>Date of Exam/ Conferment (MM/DD/YYYY)</i>	<i>Rating</i>

MANAGERIAL EXPERIENCE

<i>Position</i>	<i>Inclusive Date (mm/dd/yy)</i>	<i>Years (No. years, mos)</i>	<i>Office/ Agency</i>

RELEVANT TRAINING/WORKSHOPS/SEMINARS

<i>Activity</i>	<i>Type of Activity (Managerial/ Supervisory/ Technical)</i>	<i>Inclusive Dates (MM/DD/YY to MM/DD/YY)</i>

PERFORMANCE RATING

<i>Rating Period (YYYY)</i>	<i>Rating/ Score</i>

COMMITTEE INVOLVEMENT

<i>Name/ Title of Committee</i>	<i>Role</i>	<i>Inclusive Dates (MM/DD/YY to MM/DD/YY)</i>