



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OCT 08 2026

REGIONAL MEMORANDUM

No. 1131, s. 2026

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT
POSITIONS IN THE DEPARTMENT OF EDUCATION,
NEGROS ISLAND REGION**

1. This Office announces the recruitment and selection of applicants for the positions stated below:

Position	Number of Positions	Office Assignment
Attorney IV	1	Office of the Regional Director-Legal Unit
Administrative Officer V	1	Office of the Regional Director-Public Affairs Unit
Special Investigator III	1	Office of the Regional Director-Legal Unit
Legal Assistant II	1	Office of the Regional Director-Legal Unit
Computer Maintenance Technologist I	1	Office of the Regional Director-ICT Unit
Education Program Supervisor	1	Curriculum and Learning Management Division-Science
Education Program Supervisor	1	Curriculum and Learning Management Division-Mathematics
Education Program Supervisor	1	Curriculum and Learning Management Division-Kindergarten
Education Program Supervisor	1	Curriculum and Learning Management Division-Araling Panlipunan
Education Program Supervisor	1	Curriculum and Learning Management Division-Filipino
Education Program Supervisor	1	Curriculum and Learning Management Division-TLE
Administrative Assistant II	1	Curriculum and Learning Management Division



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Project Development Officer II	1	Education Support Services Division
Draftsman II	1	Education Support Services Division
Administrative Assistant I	1	Education Support Services Division
Education Program Supervisor	1	Field Technical Assistance Division
Education Program Supervisor	3	Quality Assurance Division
Education Program Supervisor	2	Human Resource Development Division
Education Program Specialist II	2	Human Resource Development Division
Planning Officer III	1	Policy, Planning, and Research Division
Administrative Officer IV	1	General Services Unit, Administrative Division
Administrative Officer IV	1	Personnel Section, Administrative Division
Administrative Officer II	1	Administrative Division
Administrative Assistant I	1	Administrative Division
Administrative Aide IV	1	General Services Unit, Administrative Division
Administrative Aide IV	1	Asset Management Section, Administrative Division
Accountant II	1	Finance Division
Accountant I	1	Accounting Section, Finance Division
Accountant I	1	Payroll Services, Accounting Section, Finance Division
Administrative Assistant III	1	Accounting Section, Finance Division
Administrative Aide VI	1	Personnel Section, Administrative Division



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2. The CSC Qualification Standards of the said positions are as follows:

Position	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Attorney IV	23	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080, as amended (Attorney)
Administrative Officer V	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)
Special Investigator III	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)
Legal Assistant II	12	BS in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional (Second Level Eligibility)
Computer Maintenance Technologist I	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Education Program Supervisor	22	Master's degree in education or other relevant degree or; Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080, as amended (Teacher)
Administrative Assistant II	08	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional (1st Level Eligibility)
Project Development Officer II	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Draftsman II	8	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational /trade course (prior to 2018), or Completion of Grade 12 / Senior High School under Technical-	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility/ Draftsman (for incumbent to the position as of April 16, 2013) Draftsman (CSC MC 11, s. 1996, as



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		Vocational-Livelihood Track, or Completion of Grade 10 / Junior High School with relevant vocational / trade course (TESDA NC II) (starting 2018)			amended by CSC MC 10, s. 2013 - Cat. II) (for new hire as of April 16, 2013)
Administrative Assistant I	7	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Subprofessional (First Level Eligibility)
Education Program Specialist II	16	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience on education research, development, implementation or other relevant experience	Career Service Professional (Second Level Eligibility)
Planning Officer III	18	Bachelor's degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Officer IV	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Officer II	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Aide IV	04	Elementary School Graduate	None required	None required	Professional Driver's License (MC 08 s.2025, Appendix B, Category IV)
Administrative Aide IV	04	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Sub-Professional (First Level Eligibility)
Accountant II	16	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended (CPA)
Accountant I	12	Bachelor's degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080, as amended (CPA)
Administrative Assistant III	09	Completion of two years studies in college (prior to 2018 or Completion	4 hours of relevant training	1 year of relevant experience	Career Service Sub professional (First Level Eligibility)



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		of Grade 12/ Senior High School (starting 2016)			
Administrative Aide VI	6	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Subprofessional (First Level Eligibility)

3. The DepEd preferred qualifications of the said positions are as follows:

Position	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Attorney IV	23	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080, as amended (Attorney)
Administrative Officer V	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)
Special Investigator III	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)
Legal Assistant II	12	BS in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional (Second Level Eligibility)
Computer Maintenance Technologist I	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Education Program Supervisor	22	Master's degree in education or other relevant degree or; Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080, as amended (Teacher)
Administrative Assistant II	08	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional (1st Level Eligibility)



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Project Development Officer II	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Draftsman II	8	Completion of 2 years of studies in college (<i>prior to 2018</i>), or High school graduate with relevant vocational /trade course (<i>prior to 2018</i>), or Completion of Grade 12 / Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10 / Junior High School with relevant vocational / trade course (TESDA NC II) (<i>starting 2018</i>)	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility/ Draftsman (<i>for incumbent to the position as of April 16, 2013</i>) Draftsman (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II) (<i>for new hire as of April 16, 2013</i>)
Administrative Assistant I	7	Completion of 2 years of studies in college (<i>prior to 2018</i>) or Completion of Grade 12 / Senior High School (<i>starting 2016</i>)	None required	None required	Career Service Subprofessional (First Level Eligibility)
Education Program Specialist II	16	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience on education research, development, implementation or other relevant experience	Career Service Professional (Second Level Eligibility)
Planning Officer III	18	Bachelor's degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Officer IV	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Officer II	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Aide IV	04	Elementary School Graduate	None required	None required	Professional Driver's License (MC 08 s.2025, Appendix B, Category IV)



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Administrative Aide IV	04	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Sub-Professional (First Level Eligibility)
Accountant II	16	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended (CPA)
Accountant I	12	Bachelor's degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080, as amended (CPA)
Administrative Assistant III	09	Completion of two years studies in college (prior to 2018 or Completion of Grade 12/ Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service Sub professional (First Level Eligibility)
Administrative Aide VI	6	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Subprofessional (First Level Eligibility)

4. Interested qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation, must submit their application letter at the Records Section of the Administrative Division, DepEd Negros Island Regional Office, Barangay Batinguel, Dumaguete City specifying the desired position and Office where the vacancy exists, the following documents in **three (3) copies** properly labeled, with dog ear per document:

- Letter of intent addressed to the Head of Office;
- Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2025, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- 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 applicable;
- Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- Photocopy of latest appointment, if applicable;



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- h. Photocopy of Certificates of Training after the last promotion/ appointment, if applicable;
- i. Photocopy of Performance Rating in the last rating period(s) covering one 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) and Data Privacy Consent Form (Annex C of D.O. No. 007, s. 2023), notarized by an authorized official.
- k. Other documents required pursuant to D.O. No. 007, s. 2023 for comparative assessment, including:
 - i. Means of Verification (MOVs) showing **Outstanding Accomplishments, Application of Education, and Application of Learning and Development.**
 - ii. Photocopy of **Performance Rating** from relevant work experience if the rating in item 4(i) is not relevant to the position.

5. The timeline for the recruitment and selection process is indicated below:

Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	October 9-19, 2026
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	October 19- November 6, 2026
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	November 9, 2026
Pre-Evaluation and Deliberation of the Results	DepEd NIR Convergence Zone	November 10-20, 2026
Systematic Assessment		
Behavioral Events Interview		
Computer Skills Test / Written Examination		
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	November 23-24, 2026



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Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	November 26, 2026
Posting of the Comparative Assessment Result (CAR)	Bulletin Board/Website and other conspicuous places	November 30, 2026

6. The applicants are reminded of the following:
- Ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground. No further documents shall be accepted after the deadline.
 - Applicants who fail to specify a vacant position and/or preferred office assignment will not be included in the official pool of applicants.
 - Submit one (1) application letter for each vacant position, accompanied by three (3) sets of required documents, organized into three (3) properly tagged and labeled folders
 - Failure to submit mandatory documentary requirements (Items a to i) on the set deadline shall not be included in the official pool of applicants. However, failure to submit the non-mandatory documentary requirements (Item k) shall not warrant exclusion from the official pool of applicants.
 - Any application found to be non-compliant with the above-stated policy shall not be considered part of the official pool of applicants.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: As stated

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

PROCEDURE HIRING	RECRUITMENT PROMOTIONS	SELECTION POSITIONS	POLICY AUTHORITY
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AD/PS/AGS/REGIONAL MEMO - Dissemination of Vacant Positions in DepEd NIR Batch 5



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