



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 123, s. 2026

FEB 05 2026

To: OIC-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 III	1	Office of the Regional Director- Legal Unit
Information Technology Officer I	1	Office of the Regional Director- ICT Unit
Computer Programmer II	1	Office of the Regional Director- ICT Unit
Education Program Supervisor	1	Curriculum Learning and Management Division (English)
Education Program Supervisor	1	Curriculum Learning and Management Division (LRMDS)
Education Program Supervisor	1	Curriculum Learning and Management Division (ALS)
Education Program Supervisor	1	Curriculum Learning and Management Division (TLE)
Education Program Supervisor	1	Curriculum Learning and Management Division (MAPEH)
Administrative Officer V	1	Asset Management Section, Administrative Division
Administrative Officer V	1	Cash Section, Administrative Division
Administrative Officer II	1	Personnel Section, Administrative Division
Teacher Credentials Evaluator II	1	Personnel Section, Administrative Division
Administrative Officer V	1	Record Section, Administrative Division



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Accountant III	1	Accounting Section, Finance Division
Accountant II	1	Accounting Section, Finance Division
Administrative Officer II	1	Budget Section, Finance Division
Medical Officer IV	1	Education Support Services Division
Nutritionist-Dietitian II	1	Education Support Services Division
Engineer III	1	Education Support Services Division
Project Development Officer IV	1	Education Support Services Division
Project Development Officer II (DRRM)	1	Education Support Services Division
Education Program Supervisor	1	Field Technical Assistance Division
Education Program Supervisor	2	Quality Assurance Division
Education Program Supervisor	1	Human Resource Development Division
Senior Education Program Specialist	1	Human Resource Development Division
Education Program Specialist II	1	Human Resource Development Division
Education Program Supervisor	1	Policy, Planning and Research Division
Planning Officer III	1	Policy, Planning and Research Division
Administrative Officer II	1	Policy, Planning and Research Division

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

Position	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Attorney III	21	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080 (Bar)



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Information Technology Officer I	19	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility
Computer Programmer II	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility
Education Program Supervisor	22	Masters degree in education or other relevant degree or; Masters 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 (Teacher)
Administrative Officer V	18	Bachelors degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Officer II	11	Bachelors degree relevant to the job	No relevant training required	No relevant experience required	Career Service Professional (Second Level Eligibility)
Teacher Credentials Evaluator II	15	Bachelors degree relevant to the job	4 hours of relevant training	1 year relevant experience	PBET: Teacher Service Professional (Second Level Eligibility)
Accountant III	19	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)
Accountant II	16	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 year relevant experience	RA 1080 (CPA)
Medical Officer IV	23	Doctor of Medicine	4 hours of relevant training	At least 1 year of relevant experience	RA 1080 (Physician)
Nutritionist-Dietitian II	15	Bachelor's Degree Major in Food and Nutrition/Dietetics or Community Nutrition	4 hours of relevant training	At least 1 year of relevant experience	RA 1080
Engineer III	19	Bachelor's Degree in Engineering Relevant to the Job	8 hours of relevant training	2 years of relevant experience	RA 1080
Project Development Officer IV	22	Bachelor's degree relevant to the job	16 hours of relevant training	At least 3 years of relevant experience	Career Service (Professional) Second Level Eligibility



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Project Development Officer II (DRRM)	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Senior Education Program Specialist	19	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	Career Service (Professional) Second Level Eligibility
Education Program Specialist II	16	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in 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 relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility

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

Position	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Attorney III	21	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080 (Bar)
Information Technology Officer I	19	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility
Computer Programmer II	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility
Education Program Supervisor	22	Masters degree in education or other relevant degree or; Masters 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 (Teacher)



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Administrative Officer V	18	Bachelors degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Officer II	11	Bachelors degree relevant to the job	No relevant training required	No relevant experience required	Career Service Professional (Second Level Eligibility)
Teacher Credentials Evaluator II	15	Bachelors degree relevant to the job	4 hours of relevant training	1 year relevant experience	PBET: Teacher Service Professional (Second Level Eligibility)
Accountant III	19	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)
Accountant II	16	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 year relevant experience	RA 1080 (CPA)
Medical Officer IV	23	Doctor of Medicine	4 hours of relevant training	At least 1 year of relevant experience	RA 1080 (Physician)
Nutritionist-Dietitian II	15	Bachelor's Degree Major in Food and Nutrition/Dietetics or Community Nutrition	4 hours of relevant training	At least 1 year of relevant experience	RA 1080
Engineer III	19	Bachelor's Degree in Engineering Relevant to the Job	8 hours of relevant training	2 years of relevant experience	RA 1080
Project Development Officer IV	22	Bachelor's degree relevant to the job	16 hours of relevant training	At least 3 years of relevant experience	Career Service (Professional) Second Level Eligibility
Project Development Officer II (DRRM)	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Education Program Supervisor	22	Master's degree relevant to the job	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)



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Senior Education Program Specialist	19	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	Career Service (Professional) Second Level Eligibility
Education Program Specialist II	16	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	Career Service (Professional) Second Level Eligibility
Education Program Supervisor	22	Master's degree relevant to the job	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)
Planning Officer III	18	Bachelor's degree Relevant to the Job	8 hours relevant training	2 years of relevant experience	Career Service (Professional) Second 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:

- a. Letter of intent addressed to the Head of Office;
- b. 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;
- 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 applicable;
- f. 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;
- g. 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 (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) 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:

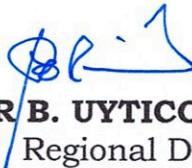
Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	February 5-16, 2026
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	February 17-27, 2026
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	March 2, 2026
Pre-Evaluation and Deliberation of the Results	DepEd NIR Convergence Zone	March 4- 13, 2026
Systematic Assessment		
Behavioral Events Interview		
Computer Skills Test / Written Examination	DepEd NIR Convergence Zone	March 16-20, 2026
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	March 23-27, 2026
Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	March 30, 2026



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Posting of the Comparative Assessment Result (CAR)	Bulletin Board/Website and other conspicuous places	March 31, 2026
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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.: As stated
Reference: As stated

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

PROCEDURE
HIRING

RECRUITMENT
PROMOTIONS

SELECTION
POSITIONS

POLICY
AUTHORITY