



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 552, s. 2026

JUN 09 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
Administrative Assistant III	1	Office of the Regional Director- ORD Proper
Project Development Officer II	1	Office of the Regional Director- Public Affairs Unit
Librarian II	1	Curriculum Learning and Management Division
Teaching Aids Specialist	1	Curriculum Learning and Management Division
Dentist III	1	Education Support Services Division
Statistician I	1	Policy, Planning and Research Division
Administrative Officer I	1	Asset Management Section, Administrative Division
Administrative Officer I	1	Cash Section, Administrative Division
Administrative Officer V	1	Personnel Section, Administrative 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
Administrative Assistant III	09	Completion of two years studies in college (prior to 2018 or Completion of Grade 12/ Senior High School (starting 2016)	At least four (4) hours training relevant to the position (Office Management Skills, Computer Skills)	At least one year relevant experience	Civil Service – Sub-Professional level
Project Development Officer II	15	Bachelor's Degree Relevant to the Job	4 Hours Relevant Training	1 Year Relevant Experience	Career Service Professional (2nd Level Eligibility)
Librarian II	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 Hours Relevant Training	1 Year Relevant Experience	RA 1080 (Librarian)
Teaching Aids Specialist	11	Bachelor's degree in Education or its equivalent	None required	None required	Career Service Professional (Second level eligibility)
Dentist III	20	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Dentist)
Statistician I	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Officer I, Asset Management Section	10	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Officer I, Cash Section	10	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Officer V,	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional (Second Level Eligibility)



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Personnel Section					
Administrative Aide VI, Personnel Section	06	Completion of two years 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
Administrative Assistant III	09	Completion of two years studies in college (prior to 2018 or Completion of Grade 12/ Senior High School (starting 2016)	At least four (4) hours training relevant to the position (Office Management Skills, Computer Skills)	At least one year relevant experience	Civil Service – Sub-Professional level
Project Development Officer II	15	Bachelor's Degree Relevant to the Job	4 Hours Relevant Training	1 Year Relevant Experience	Career Service Professional (2nd Level Eligibility)
Librarian II	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 Hours Relevant Training	1 Year Relevant Experience	RA 1080 (Librarian)
Teaching Aids Specialist	11	Bachelor's degree in Education or its equivalent	None required	None required	Career Service Professional (Second level eligibility)
Dentist III	20	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Dentist)
Statistician I	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)



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Administrative Officer I, Asset Management Section	10	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Officer I, Cash Section	10	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Officer V, Personnel Section	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Aide VI, Personnel Section	06	Completion of two years 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:

- 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;
- 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;



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- 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	June 9-19, 2026
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	June 22-July 3, 2026
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	July 6, 2026
Pre-Evaluation and Deliberation of the Results	DepEd NIR Convergence Zone	July 7- 17, 2026
Systematic Assessment		
Behavioral Events Interview		
Computer Skills Test / Written Examination	DepEd NIR Convergence Zone	July 20-22, 2026
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	July 27-29, 2026
Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	July 30, 2026
Posting of the Comparative Assessment Result (CAR)	Bulletin Board/Website and other conspicuous places	July 31, 2026

6. The applicants are reminded of the following:



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- a. 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.
- b. Applicants who fail to specify a vacant position and/or preferred office assignment will not be included in the official pool of applicants.
- c. 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
- d. Applicants who fail to submit the 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.
- e. 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

AD/PS/AGSanchez/REGIONAL MEMO - S. 2026 dissemination-vacant positions in DepEd Negros Island Region Batch 3



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