



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 888, s. 2026

AUG 24 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
Chief Administrative Officer	1	Finance Division
Supervising Administrative Officer	1	Finance Division
Accountant I	1	Accounting Section, Finance Division
Administrative Assistant III	1	Accounting Section, Finance Division
Administrative Officer V	1	Budget Section, Finance Division
Dentist III	1	Education Support Services Division
Administrative Officer V	1	Personnel Section, Administrative Division

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

Position	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Chief Administrative Officer	24	Master's Degree	24 hours training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility



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Republic of the Philippines
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Supervising Administrative Officer	22	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
Accountant I	12	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Administrative Assistant III	09	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First 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)
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)
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)

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

Position	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Chief Administrative Officer	24	Master's Degree	24 hours training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility
Supervising Administrative Officer	22	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
Accountant I	12	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Administrative Assistant III	09	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First 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)
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)
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)

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;
- Photocopy of Certificates of Training after the last promotion/ appointment, if applicable;
- 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;



Republic of the Philippines
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NEGROS ISLAND REGION

- 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.

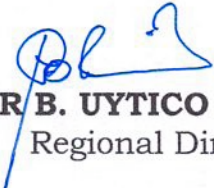
5. The timeline for the recruitment and selection process is indicated below:

Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	August 25, 2026-September 04, 2026
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	September 7-September 17, 2026
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	September 18, 2026
Pre-Evaluation and Deliberation of the Results	DepEd NIR Convergence Zone DepEd NIR Convergence Zone	September 21- 24, 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	September 28- 30, 2026
Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	October 8, 2026
Posting of the Comparative Assessment Result (CAR)	Bulletin Board/Website and other conspicuous places	October 09, 2026



Republic of the Philippines
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NEGROS ISLAND REGION

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
 - 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.
 - 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 4



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