



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
CITY SCHOOLS DIVISION-TAGBILARAN  
City of Tagbilaran



July 26, 2018

DIVISION MEMORANDUM  
NO. 416 s. 2018

**ANNOUNCING THE VACANT POSITIONS IN THE DEPED RO VII**

TO: All Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Per DepEd Regional Memorandum No. 0530, s. 2018, dated July 19, 2018, entitled **Announcing the Vacant positions for Education Program Supervisor and Education Program Specialist II, Computer Maintenance Technologist 1 and Administrative Assistant 1** in the DepEd RO VII, this Office hereby disseminates the same information for your update and appropriate action.
2. Qualified applicants are advised to comply all the supporting documents and submit for Screening and Interview by the PSB on August 7, 2018 for **Education Program Supervisor and Education Program Specialist II**, and August 8, 2018 for **Computer Maintenance Technologist 1 and Administrative Assistant 1**.
3. For further details, information and guidance, please read enclosures.
4. Immediate and wide dissemination is highly expected.

  
VIRGINIA C. ZAPANTA, Ed.D., CESO V  
Schools Division Superintendent *mc*



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



July 19, 2018

REGIONAL MEMORANDUM

No. 0530, s. 2018

**ANNOUNCING THE VACANT POSITIONS IN THE DEPED RO VII**


To: Schools Division Superintendents  
Officers-in-Charge of Regular Schools Divisions  
All Others Concerned

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1. This office, through its Human Resource Merit Promotion and Selection Board (**HRMPSB**), announces the vacant positions of DepEd Regional Office VII. Please see attachment.
  2. Interested qualified applicants (only those who meet all the educational, experience, training, and civil service eligibility or professional license eligibility requirements indicated in the attachment) are directed to follow the procedure below:
    - 2.1 Submit application letter for the specific vacant position/s on or before July 27, 2018.
    - 2.2 Report to DepEd Regional Office VII for Preliminary Evaluation by PSB Secretariat, Screening and Interview by the PSB on **August 7, 2018** for Education Program Supervisor and Education Program Specialist II and on **August 8, 2018** for Computer Maintenance Technologist I and Administrative Assistant I at exactly 9:00am. Bring with you (4 long white folders of your pertinent documents and 1 folder of the original documents) arranged and labeled in the following order:
      - 2.2.1 Accomplished CSC Form 212 latest 2018
      - 2.2.2 Performance rating for the last rating 3 rating periods (should at least Very Satisfactory).
      - 2.2.3 Service Record (Experience related to duties and functions of the position to be filled) and supporting Designation Order/s
      - 2.2.4 Outstanding or Meritorious Accomplishments (evidences/outputs are required)
      - 2.2.5 Educational Record (Transcript of Records, including supporting certifications).
      - 2.2.6 Certificates of Trainings/Seminars (at least 3- day duration) attended, including Scholarship Programs, Short Courses, Study Grants, and Chairmanship in a Technical/Planning committee.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”*

3. Applicants who have submitted folders of pertinent documents to support their application are advised to get their folders for updating. Applicants who will retrieve their folders on the day of preliminary evaluation, screening, and interview will not be entertained.
4. Important guidelines to adhere to during the preliminary evaluation, screening, and interview are the following:
  - 4.1 The HRMPSB Secretariat conducts Preliminary Evaluation (validating the authenticity of photocopied documents by comparing them to the original documents) within an allotted time (8:00 A. M – 10:00 P.M.) on scheduled date. Applicants who fail to arrive one hour ((9:00 A. M.) before the time is up will no longer be entertained and cannot proceed to the next step of the selection process.
  - 4.2 Applicants with validated documents must proceed to the PSB on time because published scoring is done with all applicants present. Failure to come on specified time (an allowance of 15 minutes is given) invalidates an application.
  - 4.3 In case of deferment of the schedule of screening, a regional memorandum will be issued to inform the concern party. The HRMPSB is free from any accountability if an applicant misses a schedule because of failure to look at the regional memorandum.
5. For further details, please contact DepEd Region VII HRMO III, HRMPSB Secretariat through telephone number (032) 255-1313/4147326

  
JULIET A. JERUTA, Ph.D., CESO IV  
Director III –OIC Regional Director



CS Form No. 212  
Series of 2017

REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format

Republic of the Philippines  
(Name of Agency)

**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF EDUCATION REGION VII in the CSC website:

*Juliet A. Jeruta*  
**JULIET A. JERUTA, Ph.D. CESO IV**  
(Head of Agency)

Date: **June 8, 2018**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	EDUCATION PROGRAM SUPERVISOR	OSEC DECSB- EPSVR 510104-2010	SG-22	58,717.00	Master's Degree in Education or other relevant master's Degree with specific area of specialization	8hrs relevant training	2 yrs as principal or 2 yrs as Head Teacher or 2yrs as Master Teacher or its equivalent training.	RA 1080 (Teacher)		HRDD
2	EDUCATION PROGRAM SUPERVISOR	OSEC DECSB- EPSVR 510100-2010	SG-22	58,717.00	Master's Degree in Education or other relevant master's Degree with specific area of specialization (VALUES)	8hrs relevant training	2 yrs as principal or 2 yrs as Head Teacher or 2yrs as Master Teacher or its equivalent training.	RA 1080 (Teacher)		CLMD
3	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB EPS2 510100-2015	SG16	31,765.00	Bachelor's Degree in Education or its Equivalent	8hrs relevant training	2yrs experience in education research, development, implementation or other relevant experience	RA 1080 (Teacher) PBET: Teacher Career Service Professional) Appropriate Eligibility for second level position		HRDD
4	COMPUTER MAINTENANCE TECHNOLOGIST I	OSEC-DECSB CTMT 510042-2015	SG-11	20,179.00	Bachelor's Degree in Education or its Equivalent	8hrs relevant training	1 yr relevant experience	Career Professional Second Level Eligibility		ORD- ICT UNIT
5	ADMINISTRATIVE ASSISTANT 1	OSEC-DECSB ADAS 1 510143-2015	SG-7	15,254.00	write/elementary school graduate;High School Graduate of Completion of relevant vocational /trade course;Completion of two year studies in College or High School Graduate with relevant vocational /trade course.	4hrs relevant training	1 yr relevant experience	Relevant MC 11,s.1996 Career Service ( Sub Professional) First Level Eligibility		ASD
6	ADMINISTRATIVE ASSISTANT 1	OSEC-DECSB ADAS 1 510146-2015	SG-7	15,254.00	Must be able to read and write/elementary school graduate;High School Graduate of Completion of relevant vocational /trade course;Completion of two year studies in College or High School Graduate with relevant vocational /trade course.	4hrs relevant training	1 yr relevant experience	Relevant MC 11,s.1996 Career Service ( Sub Professional) First Level Eligibility		FD

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than \_\_\_\_\_.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

(JULIET A. JERUTA)  
(DIRECTOR III-OIC REGIONAL DIRECTOR)  
(DEPED REGION VII,SUDLON ,LAHUG CEBU CITY)  
[deped\\_ro7@yahoo.com](mailto:deped_ro7@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

11 JUN 2018

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