



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



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February 11, 2019

Division Memorandum
No. 071, s. 2019

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT OF
EDUCATION, REGIONAL OFFICE VII**

To : Chief Education Supervisors
Education Program Supervisors
Public Schools Division Supervisors
All Public Elementary and Secondary School Heads
All Other Concerned

1. Enclosed is Regional Memorandum No. 086, s. 2019 dated February 7, 2019, announcing the Vacant Positions for **Administrative Assistant I, Education Program Supervisor, Education Program Specialist II, Chief Education Supervisor, Medical Officer IV, Administrative Officer V, Administrative Aide VI and Chief Administrative Officer** in the DepEd RO VII.
2. Qualified Applicants are advised to comply and submit all supporting documents in three (3) folders to the Office of the Assistant Regional Director, c/o HRMPSB Secretariat.
3. For updates, applicants may open the DepEd RO VII website (Join Us Tab) or contact the HRMPSB Secretariat.
4. Immediate dissemination of this Memorandum is desired.


NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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



February 7, 2019

REGIONAL MEMORANDUM

No. 0086, s. 2019

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION,
 REGIONAL OFFICE VII**

TO : Schools Division Superintendent
 Officer-in-Charge of Interim City Division
 All Concerned

1. This Office announces the following vacant positions, as follows :

Position Title	Educational Requirement	Experience Requirement	Training Requirements	Civil Service Eligibility
Administrative Assistant I OSEC-DECSB-ADAS1-510048-2015 ; SG-7 (Curriculum Learning and Development Division)	At least Two Years College Level	None	None	Career Service Sub-Professional (First Level Eligibility)
Education Program Supervisor OSEC-DECSB-EPSVR-510111-2010 ; SG-22 (Human Resource Development Division)	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Education Program Specialist II OSEC-DECSB-EPS2-510100-2015; SG-16 (Human Resource Development Division)	Bachelor's Degree or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 PBET/ Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Education Program Specialist II OSEC-DECSB-EPS2-510102-2015; SG-16 (Human Resource Development Division)	Bachelor's Degree or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 PBET/ Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

Position Title	Educational Requirement	Experience Requirement	Training Requirements	Civil Service Eligibility
Chief Education Supervisor OSEC-DECSB-CES-510008-1998 ; SG-24 (Education Support Services Division)	Master's Degree in Education or other relevant Master's Degree	4 years of relevant experience involving management and supervision	24 hours of training in management and supervision	RA 1080 (PBET/Teacher)
Medical Officer IV OSEC-DECSB-MDOF4-510122-2010 ; SG-23 (Education Support Services Division)	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Administrative Officer V OSEC-DECSB-ADOF5-510018-2004 ; SG-18 (Administrative Services Division)	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Aide VI OSEC-DECSB-ADA6-510013-2004 ; SG-6 (Administrative Services Division)	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	2 years relevant experience	8 hours of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Chief Administrative Officer OSEC-DECSB-CADOF-510022-2004 ; SG-24 (Finance Division)	Master's Degree	4 years in position/s involving management and supervision	24 hours training in management and supervision	Career Service (Professional) Second Level Eligibility

2. Qualified applicants are advised to comply and submit the following documents in three (3) folders to the Office of the Assistant Regional Director, c/o HRMPSB Secretariat :

1. Letter of Intent email at hrmpsbdpedro7@yahoo.com
2. Updated PDS or CSC Form 212, revised
3. Service Record or Certificate of Employment with proof of relevant experience to the position applied;
4. Performance rating (last three (3) rating periods) :
 - * January - December 2016
 - * January - December 2017
 - * January - December 2018
4. School Records/Transcript of Records
5. Outstanding accomplishments
5. Certificate of Seminars attended related to the job
6. Certificate/Proof of Eligibility


3. The following are the timeline/deadline of submission of documents and deliberation :

DEADLINE OF SUBMISSION :

POSITION	LETTER OF INTENT	PERTINENT DOCUMENTS	DATE OF DELIBERATION/ INTERVIEW
Chief Administrative Officer (Finance Division)	February 12, 2019	February 13, 2019	February 15, 2019
Chief Education Supervisor (ESSD)	February 15, 2019	February 20, 2019	February 22, 2019
Administrative Assistant I (CLMD)	February 22, 2019	February 25, 2019	March 1, 2019
Administrative Aide VI (ASD)			
Medical Officer IV	March 1, 2019	March 1, 2019	March 4, 2019
Education Program Specialist II (HRDD) (2 plantilla positions)	March 1, 2019	March 1, 2019	March 5, 2019
Education Program Supervisor (HRDD)	March 1, 2019	March 1, 2019	March 5, 2019
Administrative Officer V (Records Section)	March 1, 2019	March 1, 2019	March 6, 2019

4. For updates, applicants may open the DepED RO 7 website (Join Us Tab) or contact the HRMPSB Secretariat.

5. It is desired that this Memorandum be disseminated widely and be given preferential attention by all concerned.


JULIET A. JERUTA, Ph.D., CESO IV
 Director IV
 Regional Director