



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. 044, s. 2020

February 7, 2020

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

To: Education Program Supervisors  
Public Elementary and Secondary School Principals  
Teaching and Non-Teaching Personnel/Staff  
All Others Concerned

1. Pursuant to DepEd Regional Memorandum No. 0086, s. 2020, through Human Resource Merit Promotion and Selection Board (HRMPSB), the Department of Education – Regional Office VII (DepEd – RO VII) announces the following vacant positions:

- a. Chief Education Supervisor;
- b. Education Program Supervisor;
- c. Supervising Administrative Officer;
- d. Administrative Officer IV;
- e. Administrative Aide VI;
- f. Administrative Aide IV;
- g. Planning Officer III;
- h. Administrative Officer II;
- i. Accountant I; and
- j. Education Program Specialist II.

2. Attached is the DepEd Regional Memorandum for more information.
3. Compliance and wide dissemination of this Memorandum is enjoined.

**JOSEPH IRWIN A. LAGURA, Ph.D.**  
Schools Division Superintendent  
**FOR THE S/D.**

**JOSEPH IRWIN A. LAGURA, Ph.D.**  
**SCHOOLS DIVISION SUPERINTENDENT**

*Joseph*  
**BEATRIZ C. LUGA, Ph.D.**  
**CHIEF, SDO**



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

FEB 06 2020

REGIONAL MEMORANDUM  
No. **0086**, s. 2020

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

To: Schools Division Superintendents  
All Others Concerned

1. The Department of Education - Regional Office VII (DepEd – RO VII), through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the following vacant positions:

- a. Chief Education Supervisor;
- b. Education Program Supervisor;
- c. Supervising Administrative Officer;
- d. Administrative Officer IV;
- e. Administrative Aide VI;
- f. Administrative Aide IV;
- g. Planning Officer III;
- h. Administrative Officer II;
- i. Accountant I; and
- j. Education Program Specialist II.

2. Interested qualified applicants (**only those who meet the education, experience, training and eligibility requirements indicated in the Qualification Standards**) shall submit 4 copies of the required documents (1 copy for the original documents; 3 machine copy of the required documents) which are properly tabbed according to the following order, to wit:

- 2.1. Letter of Intent;
- 2.2. Duly accomplished Personal Data Sheet (PDS)/CSC Form 212;
- 2.3. Transcript of Records (TOR);
- 2.4. Certificate of Eligibility;
- 2.5. Service Record/Certification of Employment;
- 2.6. Performance rating for the last three (3) rating period prior to the screening;
- 2.7. Certificate of Trainings/Seminars Attended (which includes Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-Chairmanship in a Technical Planning Committee);
- 2.8. Outstanding Accomplishment/s (if any); and
- 2.9. Omnibus Sworn Statement. (template provided)

3. The documents shall be submitted to the Human Resource Management (HRM) Unit through the Records Section -Administrative Service Division (ASD) or through the link **<http://www.depedro7gov.ph/join-us>** on or before February 20, 2020.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231:1433; (032) 414-7399  
Email Address: region7@deped.gov.ph

4. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished PDS.
5. For details, enclosed are the following documents:
  - a. Enclosure 1 – Vacant Positions with the Qualification Standards
  - b. Enclosure 2 – Schedule of Selection Process
  - c. Enclosure 3 – Omnibus Sworn Statement
6. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone number: (032) 414-7399 or email address: [hrmpsب.ro7@deped.gov.ph](mailto:hrmpsب.ro7@deped.gov.ph).
7. Expenses incurred by the HRMPSB relative to the conduct of the selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
8. Wide dissemination of and compliance with this Memorandum is enjoined.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director III  
OIC-Office of the Regional Director

**VACANT POSITIONS**

DepEd Regional Office VII, Sudlon, Lahug, Cebu City

<b>Position</b>	<b>Educational Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirements</b>	<b>Eligibility</b>
<b>CHIEF EDUCATION SUPERVISOR</b> OSEC DECSB-CES 510053-2015  (SG 24)	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/LET)
<b>EDUCATION PROGRAM SUPERVISOR</b> OSEC DECSB-EPSVR 510106-2010  (SG 22)	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (ENGLISH)	2 yrs. as principal or 2 yrs. as Head Teacher or 2yrs as Master Teacher.	8hrs relevant training	RA 1080 (TEACHER)
<b>SUPERVISING ADMINISTRATIVE OFFICER</b> OSEC DECSB-SADOF 510050-2015 (SG 22)	Bachelor's Degree relevant to the job	3years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility.
<b>ADMINISTRATIVE OFFICER IV</b> OSEC DECSB-ADOF4 510010-2004  (SG 15)	Bachelor's Degree relevant to the job	1year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility.

<b>Position</b>	<b>Educational Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirements</b>	<b>Eligibility</b>
<b>ADMINISTRATIVE AIDE IV</b> <b>OSEC DECSB-ADA4-510030-2004</b>  (SG 4)	*Must be able to read and write/elementary Graduate; ** High School Graduate or completion of relevant vocational/trade course; ***Completion of two year studies in College or High School Graduate with relevant vocational/trade course.	NONE	NONE	Driver License (MC 11, s.96-Cat II)
<b>ADMINISTRATIVE AIDE VI</b> <b>OSEC DECSB-ADA6-510011-2004</b>  (SG 6)	*Must be able to read and write/elementary School Graduate; ** High School Graduate or completion of relevant vocational/trade course; ***Completion of two year studies in College or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4hours of relevant training	Relevant MC11,1996 Career Service (Sub Professional) First Level Eligibility.
<b>Planning Officer III</b> <b>OSEC DECSB-PLO3-510028-2015</b>	Bachelor's Degree relevant to the job	2 years relevant experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility

<b>ADMINISTRATIVE AIDE VI</b> <b>OSEC DECSB-ADA6-510014-2004</b>  (SG 6)	*Must be able read and write/elementary School Graduate; ** High School Graduate or completion of relevant vocational/trade course; ***Completion of two year studies in College or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4hours of relevant training	Relevant MC11,1996 Career Service (Sub Professional) First level Eligibility.
<b>Administrative Officer II</b> <b>OSEC ADOF2-510012-2019</b>  (SG 11)	Bachelor's Degree	1 year of relevant experience	4 hours relevant training	Career Service Professional/ Second Level Eligibility.
<b>Administrative Officer II</b> <b>OSEC ADOF2-510011-2019</b>  (SG 11)	Bachelor's Degree	1 year of relevant experience	4 hours relevant training	Career Service Professional/ Second Level Eligibility.
<b>ACCOUNTANT I</b> <b>OSEC-DECSB-A1-510049-2015</b>  (SG 12)	Bachelor's Degree in Commerce/Business Administration major in Accounting	None	None	RA 1080 (Certified Public Accountant
<b>EDUCATION PROGRAM SPECIALIST II</b> <b>OSEC-DECSB-EPS2-510101-2015</b>  (SG 16)	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility

**SCHEDULE OF THE SELECTION PROCESS**

<b>Date</b>	<b>Activity</b>	<b>Responsible Office/Person</b>
February 5, 2020	Submission of the Request for Publication of the Vacant Positions to the Civil Service Commission (CS Form 9)	HRMO
Feb. 5- Feb. 20, 2020	Publication and Posting of Vacant positions at CSC Bulletin/3 conspicuous places/DepEd RO7 website	CSC/HRMO/ITO
Feb. 20, 2020	Deadline of submission of pertinent documents of the applicants	RECORDS UNIT HRM OFFICE/UNIT
Feb. 26, 2020	Indorsement of the pertinent documents of applicants from the HRMO to the HRMPSB	HRMO
Feb. 26 – Mar. 6, 2020	Pre-validation of Pertinent Documents	HRMPSB
March 11-13, 2020	Deliberation of the HRMPSB	HRMPSB
	Validation of documents and Behavioral Event Interview (BEI) of the applicants for the following positions:	HRMPSB
March 16-17, 2020	<ul style="list-style-type: none"> <li>• Education Program Supervisor</li> </ul>	HRMPSB
March 18-19, 2020	<ul style="list-style-type: none"> <li>• Supervising Administrative Officer</li> </ul>	HRMPSB
March 20-23, 2020	<ul style="list-style-type: none"> <li>• Administrative Officer IV</li> </ul>	HRMPSB
March 24-25, 2020	<ul style="list-style-type: none"> <li>• Administrative Aide VI</li> </ul>	HRMPSB
March 26-27, 2020	<ul style="list-style-type: none"> <li>• Administrative Aide IV</li> </ul>	HRMPSB
March 30-31, 2020	<ul style="list-style-type: none"> <li>• Planning Officer III</li> </ul>	HRMPSB
April 1-2, 2020	<ul style="list-style-type: none"> <li>• Administrative Officer II</li> </ul>	HRMPSB
April 3-6, 2020	<ul style="list-style-type: none"> <li>• Accountant I</li> </ul>	HRMPSB
April 13-14, 2020	<ul style="list-style-type: none"> <li>• Education Program Specialist II</li> </ul>	HRMPSB
April 15-16, 2020	<ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> </ul>	HRMPSB
Mar. 18 – May 4, 2020	Posting of ranking results	HRMPSB
May 5, 2020	Deliberation of the short-listed applicants for recommendation to the Regional Director	HRMO

## AFFIDAVIT OF AUTHENTICITY AND VERACITY

I \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, after being sworn to in accordance with law, hereby depose and state:

1. I am applying for the position of \_\_\_\_\_ pursuant to the posted vacant positions of the Department of Education Region VII.

2. I have submitted the following documents as part of the requirements for my application (enumerate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I am executing this Affidavit to attest to the authenticity and veracity of all the foregoing documents.

By executing this Affidavit, I hereby authorize the DepEd RO7 HRMPSB to verify the authenticity of the above mentioned documents.

\_\_\_\_\_  
**Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines, affiant exhibiting to me his/her Valid ID \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Notary Public