



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

April 23, 2025

DIVISION MEMORANDUM
No. 249 , s. 2025

**ANNOUNCING THE HIRING OF CONTRACT OF SERVICE POSITIONS IN THE
DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the announcement on the acceptance of application documents for the hiring of Contract of Service personnel under the Education Support Services Division (ESSD) and Legal Affairs Unit with the given qualifications.
2. For interested applicants, please see attached Regional Memorandum No. 0358, s. 2025 for your reference.
3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0358** s. 2025

**ANNOUNCING THE HIRING OF CONTRACT OF SERVICE POSITIONS IN THE
DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office is announcing the acceptance of application documents for the hiring of the Contract of Service personnel under the Education Support Services Division (ESSD) and Legal Affairs Unit, with the following qualifications:

Position Title	No. of Vacant Position	Education	Training	Experience	Place of Assignment
Technical Assistant I Base Salary: P 28,000.00 Premium: P 2,800.00	1	Bachelor's degree relevant to the job	None required	None required	DepEd Regional Office VII-ESSD (Partnership)
Technical Assistant II Base Salary: P 38,000.00 Premium: P 3,800.00	1	Bachelor's degree on Business Administration / Management, Public Administration, Information Technology (IT) or any related course Preferably with law background (at least 9 units)	At least 8 hours of relevant training	At least one (1) year relevant experience in data management, land titling, property management, and/or work in government agencies Skills and Competencies: 1. Strong organizational and data management skills. 2. Familiarity with land	DepEd Regional Office VII-Legal Affairs Unit

				titling processes and legal documentation. 3. Effective communication and coordination skills with government offices and other stakeholders. 4. Possess flexibility and adaptability 5. Willing to conduct ocular inspection and validation. 6. Proficiency in Microsoft office suite and database management software. 7. Outstanding technical writing skills. 8. Ability to handle sensitive information with confidentiality and discretion.	
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2. Terms of Reference for TA I (Partnership) position:

1. Provide general administrative assistance to the Partnerships Office.
2. Maintain and organize office records, files and databases related to partnerships.
3. Schedule and coordinate meetings, workshops, and events.
4. Assist in drafting partnership proposals, agreements, and reports.
5. Maintain communication with external partners and stakeholders.
6. Support the monitoring and evaluation of ongoing partnership activities.
7. Conduct research on potential partners, funding opportunities, and industry trends.
8. Prepare briefing notes, presentations, and summaries for internal and external use.
9. Document meeting minutes and follow-up on action items.
10. Collect and analyze data relevant to partnerships and collaborations.
11. Generate regular reports on partnership performance and impact.
12. Contribute to the preparation of strategic plans and progress reports.

13. Support the planning and execution of partnership-related events and initiatives.
14. Assist in maintaining partnership management systems and tools.
15. Provide technical assistance to the Partnerships Office team as required.
16. Perform other tasks and responsibilities as assigned by the Partnerships Office.
17. Proactively contribute ideas and recommendations to improve partnership processes.

Terms of Reference for TA II (Land Titling) position:


1. Geotag DepEd school site location in the region using geographic information of Google maps.
 2. Conduct field visit to verify ownership status of DepEd school sites.
 3. Establish a regional database inventory for public school site ownership.
 4. Assist the SDOs in securing ownership of school sites titling.
 5. Assist the Legal Officer in the preparation of a Complete Staff Work Report on school site issues and cases for submission to STO.
 6. Identify school sites with adverse claims and those already filed in court, as well as data of school site cases with the DepEd deputized lawyer.
 7. Coordinate with the division lawyer/ focal person in SDO for school site issues and concerns within their respective division.
 8. Consolidate and prepare periodic reports regarding status of school sites.
 9. Update other school sites data inventory, namely:
 - a. Agricultural Land;
 - b. Ancestral Domain;
 - c. Timberland;
 - d. Forestland;
 - e. With Informal Settlers;
 - f. Handled by the Office of the Solicitor General;
 - g. Within critical areas;
 - h. With congested areas;
 - i. With idle land;
 - j. Within military reservation/ air station of the Philippine Air Force;
 - k. Within protected areas; and
 - l. With adverse claim.
3. All interested qualified applicants are required to submit the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of April 25, 2025** one copy of the following documents:
- a. Letter of intent addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017);
 - c. 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 available;
 - d. Photocopy of Certificate/s of Training, if applicable;
 - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
4. The Education Support Services Division (ESSD) in coordination with the Personnel Section will conduct a behavioral event interview and written test with the shortlisted applicants on **April 30, 2025 at 9:30 AM** at the 3rd Floor

- ❖ (1) Division DRRM Coordinator
- ❖ (1) DepEd Engineer
- ❖ (1) YFD Coordinator
- ❖ (1) ADA 3 (Division Driver)

4. The flow of the activity is as follows:
- Presentation of Physical and financial accomplishments by SDO
Functional Division
 - CID Chief
 - SGOD Chief
 - OSDS
 - ❖ Accounting Section
 - ❖ Budget Section
 - ❖ HRMO
 - ❖ Legal
 - ❖ ITO
 - CIGPs
 - Management response and recommendations to the Regional Office.

5. Expenses relative to the conduct of the Division MEA shall be chargeable against Division Office Funds subject to the usual accounting and auditing rules and regulations.

6. For immediate dissemination of, and compliance with this Memorandum is directed.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 