



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

**Office of the Schools Division
Superintendent**

October 3, 2025


DIVISION MEMORANDUM

No. 718 , s. 2025

**REANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR THE
VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION - REGION VII**

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

1. This Office hereby announces the acceptance of application documents for the vacant positions in the Department of Education, Region VII and invites all interested applicants regardless of age, civil status, disability, ethnicity, gender, and religious application to submit the same to the **Records Section on or before 5:00 p.m. of October 13, 2025.**
2. For interested applicants, please see attached Regional Memorandum No. 0991, 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



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

- 2.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 2.5 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
- 2.6 Photocopy of Certificate/s of Training, if applicable
- 2.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 2.8 Photocopy of latest appointment, if applicable
- 2.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- 2.10 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form attached as **Enclosure 2**.
- 2.11 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
- 2.12 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.

For positions with experience requirement, items 2.1-2.9 enumerated above are mandatory requirements while Items 2.1-2.5 are mandatory requirements for positions with no experience requirement. Applications with **incomplete documents** shall **not be processed**.

Previous applicants in the Feb. 2025 publication for the Chief Education Supervisor and Oct. 2024 publication for Supervising Administrative Officer positions may submit additional documents at the Records Section of DepEd Region VII on the deadline above-stated.

3. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. **Any false and fraudulent document submitted shall be grounds for disqualification.** No additional documents will be accepted beyond the deadline.

4. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 7, s. 2023, titled "Guidelines on Recruitment, Selection and Appointment in the Department of Education", to wit:

Point System for Evaluative Assessment: Non-Teaching Position

CRITERIA	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	5
b. Training	5	5	10	5
c. Experience	20	20	15	15

d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L & D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

Interested applicants may refer to Enclosure No. 5 of DepEd Order No. 007, s. 2023 titled "Criteria and Point System for Hiring and Promotion to Non-Teaching Positions" for the guidance and reference of all interested applicants.

5. The **DepEd Region VII Human Resource Merit Promotion and Selection Board** is composed of the following personnel:


Chairperson	Atty. Fiel Y. Almendra Director III/ Assistant Regional Director
Members	Ms. Ida F. Cabantan Chief Administrative Officer (ASD)/ NEU Representative
	Mr. Misael G. Borgonia Chief Education Supervisor (HRDD)
	Ms. Ameenyn R. Coca Administrative Officer V (HRMO III)
	Chief of the Office where the vacancy exists
Secretariat	
Chairperson	Ms. Helen D. Sabino Chief Education Supervisor (PPRD)
Members	Ms. Dimple F. Mancol Information Technology Officer I (ICTU) or Alternate
	Mr. Wilfredo Dela Cerna- Computer Programmer II (ICTU)
	Ms. Riza B. Guangco Administrative Officer V (Supplier Officer III) (ASD)
	Ms. Jhorina S. Biadnes Administrative Officer I (ASD)
	Mr. Nelson C. Altirado Administrative Assistant III (Finance)
	Ms. Ma. Cristina F. Payusan Administrative Aide VI (ASD)

6. A separate advisory will be issued for the schedule of activities related to the recruitment and selection process.
7. For more information and other concerns, you may contact us at 0945 762 3193/319 1873 loc. 700 or email at hrmpsbsb.ro7@deped.gov.ph.
8. Expenses incurred by the HRMPSB relative to the conduct of the recruitment and selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.




SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/ASD/IFC/arc

 Department of Education	JOB DESCRIPTION	JD No. _____ Revision Code: _____
Position Title	Planning Officer III	Salary Grade 18
Parentetical Title		Regional Office
Bureau/Service/Division		Policy Planning and Research Division
Reports to	Chief Education Program Supervisor	Effectivity Date
Positions Supervised		
JOB SUMMARY		
Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users		
To monitor and evaluate implementation of policies and guidelines related to planning and education data management systems at the Schools Division.		
QUALIFICATION STANDARDS		
A. CSC Prescribed Qualifications		
Education	Bachelors Degree Relevant to the Job	
Experience	2 years of relevant experience	
Eligibility	Career Service (Professional) Second Level Eligibility	
Trainings	8 hours relevant training	
B. Preferred Qualifications		
Education	<i>at least 1 year experience in DepED</i>	
Experience	<i>ICT literate: word, data processing, spreadsheet and presentation software, internet</i>	
Eligibility	<i>Computer literate (word processing, spreadsheets, presentation software, internet use</i>	
Trainings		

KRA	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems And Plans	<p>A. Budget Proposal preparation</p> <ul style="list-style-type: none"> • Analyze Gaps/Needs for crucial resources by consolidating identified needs in their education plans. • Assist Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal • Analyze basic education data and provide valid, accurate, timely and relevant data and information for planning • Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region. • Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management. • Facilitate endorsement of the Budget Proposal by the Regional Development Council (RDC) <p>B. Budget Execution</p> <ul style="list-style-type: none"> • Summarize PAPs with the Allocation from the NEP/GAA • Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans • Guide the School Divisions and RO-Functional Divisions Staff in preparing their annual operational plans to • Validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness.
Policies And Standards	<ul style="list-style-type: none"> • Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context. • Draft policies and guidelines on Implementation of specified standards.
Education Data Mgmt System	<ul style="list-style-type: none"> • Update and maintain the systems utilized in Data Center of the Region and conducts periodic quality checks. • Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and updating of the technological hardware and

KRA	DUTIES AND RESPONSIBILITIES
Research	<p>software</p> <ul style="list-style-type: none"> • Review research objectives and recommend appropriate data processing tools for particular research studies • Provide technical advice to research study teams on descriptive statistical analysis as may be necessary and applicable to the purpose of the study
Technical Assistance	<ul style="list-style-type: none"> • Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools divisions as basis for the region's provision of technical assistance. • Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR- related concerns of the schools division in the region • Draft policy recommendations based on data gathered in the course reviewing DEDP and conducting situation assessment and need-analysis, as well as in providing technical assistance

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education	Draftsman II	Salary Grade 8	Regional Office
Position Title	Draftsman II	Salary Grade	Regional Office
Parentetical Title	Draftsman II	Governance Level	Regional Office
Office/Bureau/Service	Draftsman II	Unit/Division	Education Support Services Division
Reports to	Chief Education Supervisor, PDO IV, Engineer III	Effectivity Date	
Positions Supervised	None		
JOB SUMMARY			
To provide drafting services and assistance to the Engineer in the construction of educational facilities.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	1 year relevant experience		
Eligibility	Draftsman (MC 11, s. 1996, Cat II)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Drawings And Blueprints	<ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.
Physical Facilities Cost Estimates	<ul style="list-style-type: none"> • Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. • Assist in gathering data and providing supporting documents to validate local costing of submitted bid documents on physical facilities.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath