



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. 719 , s. 2025

**ANNOUNCING 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. 0990, 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. **0990** s. 2025

0012529
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DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
DOWNLOADED
 BY _____ DATE: 10/6/2025

Announcing the Acceptance of Application Documents for the Vacant Positions in the Department of Education Region VII

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 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 affiliation to submit their application documents for the vacant positions with the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Administrative Officer IV SG 15 P 40,208.00	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division (Procurement Unit)
Teacher Credentials Evaluator II SG 15 P 40,208.00	1	Bachelor's degree in Education or its equivalent	4 hours of relevant training	1 year relevant experience	RA 1080 (Teacher) or Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division

The job descriptions of the abovementioned positions are attached as **Enclosure 1**.

2. All interested applicants whether internal or external to DepEd shall submit **one (1) copy** of their application documents to the **Records Section** of the DepEd Region VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of October 13, 2025**. The following are the documentary requirements, to wit:

- 2.1 Letter of intent addressed to the Regional Director.
- 2.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience;
- 2.3 Photocopy of valid and updated PRC License/ID, if applicable
- 2.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: (032) 256-9466/639773295904 local 700

DepEd Tayo Region VII

region7.deped.gov.ph



- 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: Related-Teaching Position

CRITERIA	Breakdown of Points		
	SG 11-15	SG 16-23 and SG 27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10

c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L & D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	Total	100

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. Ameelyn 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
	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 hrmpsb.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/IPC/arc

		JOB DESCRIPTION		Revision Code: 00
Department of Education		JD No. _____		
Position Title	Teachers Credentials Evaluator II (Personnel)		Salary Grade	15
Parentetical Title			Governance Level	Regional Office
Office/Bureau/Service			Unit/Division	Administrative Division
Reports to	Administrative Officer V		Effectivity Date	
Positions Supervised			Page/s	
JOB SUMMARY				
<p>To evaluate the credentials of teachers, teaching related personnel of the Schools Division Offices who are recommended for upgrading, reclassification and conversion of positions using the Equivalent Records Form (ERF), to assign them to their appropriate level according to their competence, experience and education.</p> <p>To assist the AO V for Personnel in the review and validation of documents for personnel actions, data gathering, and reportorial obligations to DepED management and oversight agencies.</p>				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelors degree relevant to the job			
Experience	1 year relevant experience			
Eligibility	PBET: Teacher Service Professional (Second Level Eligibility)			
Trainings	4 hours of relevant training			
B. Preferred Qualifications				
Education				
Experience				
Eligibility				
Trainings				

KRA	DUTIES AND RESPONSIBILITIES
EQUIVALENT RECORD FORM (ERF) EVALUATION	<ul style="list-style-type: none"> • Review and evaluate teachers' credentials stated in the ERF forms submitted for Upgrading/Reclassification to Teacher I/II/III positions, following existing DepEd guidelines and the latest National Budget Circular to ensure accuracy and objectivity in recommending appropriate actions. • Consolidate request for ERF upgrading, reclassification and conversion of items based on the funding allocation, by division for submission to the DBM before cutoff date. • Follow up approved ERFs from DBM and implement upon approval of SDS.
MASTER TEACHERS POSITION CONVERSION	<ul style="list-style-type: none"> • Perform an initial review of the Rank Sheet of applicants to check if they qualify for conversion of their position to MT I/II for submission the Personnel Selection Board (PSB) • Assist the Personnel Selection Board in reviewing the Rank Sheet of teachers to be converted to Master Teacher I/II based on existing guidelines for Career Progression of Teachers. • Consolidate request for conversion of teaching positions to MT I/II for DBM approval • Draft memo of recommendation on conversion for approval of RD
TEACHING –RELATED POSITION RECLASSIFICATION	<ul style="list-style-type: none"> • Perform initial review of request for reclassification of Teaching-related positions (Principal, Head Teacher, Guidance Coordinator, Guidance Counselor, School Librarian) and summarize findings on checked documents to provide feedback to requesting party. • Assist the AO IV for Personnel in evaluating documents for reclassification of school heads based on DepEd Order 97, s. 2012 and for reclassification of non-teaching personnel. • Draft letter for reclassification of teaching-related positions for approval of RD and endorsement to DBM. • Provide copy to SDOs of teaching-related positions recommended for reclassification.
HIRING AND PROMOTION CREDENTIAL EVALUATION	<ul style="list-style-type: none"> • Perform initial screening of applicants' documents to see if they meet minimum requirement based on the QS of the CSC and the QS for unique positions of DepEd, 1995 edition.

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Assist the AO IV for Personnel in conducting initial assessment of applicant's qualifications and supporting documents for inclusion into the candidate pool.
REPORTS	<ul style="list-style-type: none"> • Assist the AOIV for Personnel in accomplishing required reports as required by the DBM and other oversight agencies.

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Officer IV (Procurement)	Salary Grade	15
Parentetical Title	Regional Office		
Office/Bureau/Service	Administrative Division		
Reports to	Administrative Officer V		
Positions Supervised	Administrative Officer II		
JOB SUMMARY			
The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Preferably has a background in public administration, business management/ administration or law		
Experience	At least 2 years experience in the conduct of procurement functions		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program		

KRA	DUTIES AND RESPONSIBILITIES
<p>Procurement Planning</p>	<ul style="list-style-type: none"> • Assist the end-user units in the preparation of their procurement documents • Conduct quarterly end-user interface • Review PPMs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE • Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units
<p>Procurement Process Management</p>	<ul style="list-style-type: none"> • Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system • Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures • Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices
<p>Procurement Contracts Management</p>	<ul style="list-style-type: none"> • Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office • Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts
<p>Procurement Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • Assist in the preparation of Inspection Order to be issued by the Regional Director (RD) or the Head of the Administrative Section, as may be authorized by the RD, by providing the particulars of the project and items for inspection • Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements)

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants • Perform other functions as may be assigned by the Head of Office
Secondary Duties	

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 (To be filled out by the applicant; Check if submitted)	Verification (To be filled out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if completed)	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