



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

**Office of the Schools Division
Superintendent**

October 16, 2025

DIVISION MEMORANDUM
No. 748 , 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 Curriculum and Learning Management Division (CLMD) with the given qualifications.
2. For interested applicants, please see attached Regional Memorandum No. 1030, s. 2025 for your reference.
3. Immediate dissemination of this Memorandum is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

MAURINE C. CASTAÑO
Chief, School Governance and Operations Division

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. **1030** s. 2025

**DEPED TAGBILARAN CITY DIVISION
 SDS OFFICE
 DOWNLOADED**
 BY gn DATE: 10/14/25

**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 Curriculum and Learning Management Division (CLMD), 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	3	Bachelor's degree relevant to the job	None required	None required Preferably with experience in office management and proficient in MS Office.	DepEd Regional Office VII-CLMD (ALS)
Technical Assistant III Base Salary: P 48,000.00 Premium: P 4,800.00	1	Bachelor's degree relevant to the job	24 hours of relevant training	2 years relevant experience	DepEd Regional Office VII-CLMD

2. Terms of Reference for TA I (ALS) position:

1. Provide technical and logistical support to Education Program Supervisor (EPS) in facilitating seamless and collaborative technical assistance to SDOs for the full management and implementation of the ALS curriculum.
2. Prepare related correspondence concerning the periodic monitoring and evaluation of ALS curriculum implementation and other related programs.

3. Serve as the administrator of the digital tracking tool for monitoring the progress of the development and quality assurance of ALS mechanisms, processes, and tools related to curriculum implementation and articulation.
4. Report to the EPS any issues or concerns regarding the project that require immediate and preferential and action.
5. Gather the final drafts of ALS mechanisms, process, and tools for monitoring, curriculum implementation, and articulation, in both digital and printed formats, for submission to the EPS,
6. Ensure the timely, complete, and accurate submission of activity proposals, ALS Progress monitoring and evaluation results, using the prescribed template.
7. Prepare consolidated reports on the ALS Progress monitoring and evaluation results of SDOs ALS curriculum implementation and management.
8. Coordinate with PAU, ICTU and the Partnership Focal Person to generate collaborative ideas for advocacy programs and materials related to the ALS curriculum and program implementation.
9. Lead in packaging developed program/project designs and innovation proposals to support effective ALS curriculum implementation.
10. Perform other tasks assigned by the immediate supervisor.

Terms of Reference for TA III (LS) position:

1. Provide technical assistance in the monitoring of fund releases, obligations, and disbursements for LS programs, activities, and projects (PAPs) at the regional level, using trackers provided by the Office of the Undersecretary for Learning Systems (OULS).
 2. Consolidate budget utilization reports from regional and school division programs implementers for submission to OULS and the Finance Strand.
 3. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to OULS, Finance, and Procurement strands.
 4. Maintain updated trackers/dashboards of regional LS procurement milestones (eg. Purchase Requests, Requests for Quotation, Bids and Awards Committee Resolutions, Purchase Orders, Notices to Proceed, deliveries).
 5. Flag delays, bottlenecks, and risks in budget utilization and procurement processes for the attention of OULS and the Procurement Strand.
 6. Coordinate with program focals, BAC Secretariat, and finance/ procurement focals to validate and reconcile monitoring data.
 7. Submit every 10th of the month, budget utilization and procurement reports to the Office of the Undersecretary for Learning Systems, copy furnished the Finance, Procurement, and Strategic Management Strands; and
 8. Perform other functions as may be assigned by superior.
3. All interested qualified applicants are required to submit one (1) copy of their application documents to the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of October 17, 2025**, containing 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 CLMD in coordination with the Personnel Section will conduct a behavioral event interview and written test with the shortlisted applicants on **October 22, 2025, at 9:30 AM** at the 3rd Floor Conference Room, DepEd Region VII, Sudlon, Lahug, Cebu City. The Human Resource Management Officer will communicate via email to the shortlisted applicants on the conduct of interview.
 5. For the information and guidance of all concerned.



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