



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

**Office of the Schools Division
Superintendent**

February 25, 2026

DIVISION MEMORANDUM
No. _____, s. 2026

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

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

1. This Office hereby disseminates the re-announcement on the acceptance of application documents for the vacant positions in the Department of Education, Region VII. All qualified individuals are encouraged to apply, regardless of age, sex, gender, ethnicity, religious affiliation, and civil status, provided they meet the set qualification standards.
2. For interested applicants, please see attached Regional Memorandum No. 0160, s. 2026 for your reference.
3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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

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 19 FEB 2026

Office of the Regional Director

REGIONAL MEMORANDUM

19 FEB 2026

No. **0160** s. 2026

Re-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. All qualified individuals are encouraged to apply, regardless of age, sex, gender, ethnicity, religious affiliation, and civil status, provided they meet the following qualification standards set for the position, to wit:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Administrative Officer IV SG 15 ₱ 42,178.00	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
Draftsman II SG 8 ₱ 22,423.00	1	Completion of two years studies in college or High School Graduate with relevant vocation/trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility or Draftsman (MC No. 10, s. 2013- Cat. II)	DepEd Region VII-Education Support Services Division

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

2. All interested qualified 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 and send the soft copy of the application documents through this email: hrmps@deped.gov.ph on or before **5:00 PM** of **March 6, 2026**. 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



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



DepEd Tayo Region VII



region7.deped.gov.ph



- 2.4 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**.

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. Ameelyn R. Coca Supervising Administrative Officer/ Concurrent AO 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 Virtual Orientation on the DepEd Order No. 7, s. 2023, titled “Guidelines on Recruitment, Selection and Appointment in the Department of Education” will be conducted on March 2, 2026- 2:00PM via MS Teams.

All interested applicants are encouraged to pre-register on or before March 2, 2026, through this link: <https://forms.gle/3JtnJCxEFcEXM4S29>. A meeting link will be sent to the registered applicants through email.

7. For more information and other concerns, you may contact us at (032) 256-9466 loc. 700 or email at hrmpsrb.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

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p>	<p align="center">Revision Code: 00</p>
<p>Position Title</p>	<p>Administrative Officer IV (Procurement)</p>	<p>Salary Grade</p>	<p align="center">15</p>
<p>Parentetical Title</p>		<p>Governance Level</p>	<p>Regional Office</p>
<p>Office/Bureau/Service</p>		<p>Unit/Division</p>	<p>Administrative Division</p>
<p>Reports to</p>	<p>Chief Administrative Officer</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>	<p>Administrative Officer II</p>	<p>Page/s</p>	
<p align="center">JOB SUMMARY</p>			
<p>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.</p>			
<p align="center">QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Bachelor's degree</p>		
<p>Experience</p>	<p>1 year relevant experience</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>4 hours of relevant training</p>		
<p>B. Preferred Qualifications</p>			
<p>Education</p>	<p>Preferably has a background in public administration, business management/ administration or law.</p>		
<p>Experience</p>	<p>At least 2 years experience in the conduct of procurement functions</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program</p>		

DUTIES AND RESPONSIBILITIES	
KRA	
Procurement Planning	<ul style="list-style-type: none"> • Assist the end-user units in the preparation of their procurement documents; • Conduct quarterly end-user interface; • Review PMPs 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.
Procurement Process Management	<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.
Procurement Contracts Management	<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.
Procurement Monitoring and Evaluation	<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.
Secondary Duties	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the Head of Office

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p>	<p align="center">Revision Code: _____</p>
<p>Position Title</p>		<p>Salary Grade</p>	<p align="center">8</p>
<p>Parent/Supervisor</p>	<p>Draftsman II</p>	<p>Governance Level</p>	<p>Regional Office</p>
<p>Office/Bureau/Service</p>	<p>Chief Education Supervisor, PDO IV, Engineer III</p>	<p>Unit/Division</p>	<p>Education Support Services Division</p>
<p>Reports to</p>	<p>None</p>	<p>Effectivity Date</p>	
<p>Positions Supervised</p>	<p>None</p>		
JOB SUMMARY			
<p>To provide drafting services and assistance to the Engineer in the construction of educational facilities.</p>			
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
<p>Drawings And Blueprints</p>	<ul style="list-style-type: none"> • Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.
<p>Physical Facilities Cost Estimates</p>	<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