



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

**Office of the Schools Division
Superintendent**

April 28, 2026

DIVISION MEMORANDUM
No. 306 , s. 2026

**EXTENSION OF DEADLINE FOR SUBMISSION OF APPLICATION DOCUMENTS FOR
THE VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION REGION VII**

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

1. This Office disseminates the attached Regional Memorandum No. 0330 s. 2026 titled *Extension of Deadline for Submission of Application Documents for the Vacant Positions in the Department of Education Region VII* with reference to RM No. 0159 s. 2026 titled *Announcing the Acceptance of Application Documents for the Vacant Positions in the Department of Education Region VII*, which is self-explanatory.
2. The extension of the submission of application documents shall be until **5:00 p.m. of May 4, 2025**.
3. For details, please refer to the above-mentioned Regional Memorandum.
4. Immediate dissemination of this Memorandum is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


AQUILINO T. MILAR JR. PhD, JD
Administrative Officer V

WDB/JAAL/ADMIN/atm



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



Office of the Regional Director

27 APR 2026

REGIONAL MEMORANDUM

No. **0380** s. 2026

EXTENSION OF DEADLINE FOR SUBMISSION 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. With reference to RM No. 0159, s. 2026, titled "Announcing the Acceptance of Application Documents for the Vacant Positions in the Department of Education Region VII", this Office announces the **extension of the submission of application documents** until **5:00 pm of May 4, 2026**, for the following vacant positions:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Dormitory Manager II SG 11 P 31,705.00	1	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Human Resource Development Division
Teaching-Aids Specialist SG 11 P 31,705.00	1	Bachelor's Degree in Education or its Equivalent	None required	None required	PBET:Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	DepEd Region VII- Curriculum and Learning Management Division

2. All interested and qualified applicants, whether internal or external to the Department of Education, shall submit one (1) hard copy of their application documents to the Records Section, DepEd Region VII, Sudlon, Lahug, Cebu City, and their soft copies through the email address hrmps.ro7@deped.gov.ph. The following are the documentary requirements:

- 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.
- 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. Qualified applicants shall be assessed based on the following criteria set in DepEd Order No. 7, s. 2023, titled *Guidelines on Recruitment, Selection and Appointment in the Department of Education*:

Point System for Evaluative Assessment: Teaching-Related 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 reference of all interested applicants.

4. 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)

5. For more information and other concerns, you may contact us at 256-9466 loc. 700 or email at hrmpsb.ro7@deped.gov.ph.

6. Immediate and wide dissemination of this Memorandum is desired.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/ASD/IFC/arc