



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

**Office of the Schools Division
Superintendent**

August 27, 2026

DIVISION MEMORANDUM
No. 700 , s. 2026

**RE-ANNOUNCING THE ACCEPTANCE 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

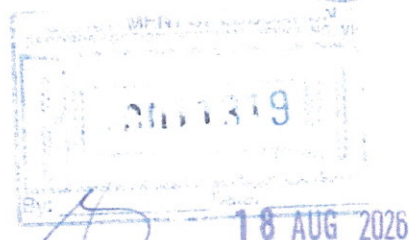
1. This Office hereby disseminates the acceptance of application documents for vacant positions in the Department of Education Region VII. All qualified individual are encouraged to apply, regardless of age, sex, gender, ethnicity, religious affiliation, and civil status, and submit their application documents for the vacant positions, provided they meet the provided qualification standards.
2. For interested and qualified applicants, please see attached Regional Memorandum No. 0712, 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
DepEd TAGBILARAN CITY DIVISION
SDS OFFICE



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0712** s. 2026

DOWNLOADED
 BY *[Signature]* DATE: 8/19/2026

18 AUG 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 announces the acceptance of application documents for 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, and submit their application documents for the vacant positions, provided they meet the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Planning Officer III SG 18 P 53,818.00	1	Bachelor's degree relevant to the job	8 hours of relevant training	2 yrs relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Planning and Research Division
Education Program Specialist II SG 16 P 45,694.00	1	Bachelor's degree in education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET: Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	DepEd Region VII- Human Resource Development Division



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



DepEd Tayo Region



region7.deped.gov.ph



Administrative Officer IV (GSU) SG 15 P 42,178.00	1	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	DepEd Region VII- Administrative Division
Draftsman II SG 8 P 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 of 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 provided in **Enclosure 1**.

2. The following vacant positions are categorized as:

Related-teaching Positions: Education Program Specialist II

Nonteaching Positions: Planning Officer III & Administrative Officer V (General Services Unit), Draftsman II

3. 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 hrmpsrb.ro7@deped.gov.ph, **on or before 5:00 PM of August 27, 2026**. 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 2026) 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
- 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 provided in **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**.

4. 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 grounded for disqualification.** No additional documents will be accepted beyond the deadline.

5. 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: Non-Teaching and Related-Teaching Positions

CRITERIA	Breakdown of Points		
	Draftsman II (SG 1-9 Non- General Services)	Planning Officer III and Administrative Officer IV (SG 10-22 and SG 27)	Education Program Specialist II (SG 16-23 and SG 27)
a. Education	5	5	10
b. Training	5	10	10
c. Experience	20	15	10
d. Performance	20	20	20
e. Outstanding Accomplishments	10	10	5
f. Application of Education	10	10	15
g. Application of L & D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	20
Total	100	100	100

Interested applicants may refer to Enclosures No. 4 and 5, respectively of DepEd Order No. 007, s. 2023, titled *Criteria and Point System for Hiring and Promotion to Related-Teaching and Non-Teaching Positions*, for reference.

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

Chairperson	Atty. Fiel Y. Almendra Director III/ Assistant Regional Director
Members	Ms. Ida F. Cabantan Chief Administrative Officer (AD)/ NEU Representative
	Mr. Misael G. Borgonia Chief Education Supervisor (HRDD)
	Ms. Monina Sarah M. Pomarejos AO V (HRMO III)
	Chief of the Office where the vacancy exists
Secretariat	
Chairperson	Ms. Ameelyn R. Coca Supervising Administrative Officer
Members	Ms. Dimple F. Mancol Information Technology Officer I (ICTU) or Alternate Mr. Wilfredo dela Cerna Computer Programmer II
	Ms. Loideth S. Edicto Teacher Credentials Evaluator II
	Ms. Jhorina S. Biadnes Administrative Officer I (AD)
	Mr. Nelson C. Altirado Administrative Assistant III (Finance)
	Ms. Ma. Cristina F. Payusan Administrative Aide VI (AD)
	Mr. Phillip Russell S. Wahing Administrative Aide VI (AD)
	Ms. Jecelmen N. Labrador Administrative Aide VI (AD)

7. For guidance, kindly refer to the timeline of activities below.

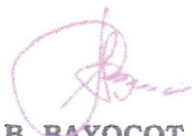
DATE	VENUE	TIME	ACTIVITY
August 17-27, 2026 (except weekend and holiday)	RO VII Administrative Division	8:00AM-5:00PM	Submission and Receipt of Application Documents
September 1-3, 2026	RO VII Administrative Division	8:00AM-5:00PM	Initial Assessment and Preparation of the Initial Evaluation of the applicants' qualifications
September 8, 2026	RO VII Conference Hall	8:00AM-5:00PM	Finalization and Presentation of the Initial Evaluation Result of Applicants for deliberation of the HRMPSB Committee;
September 10, 2026	Official RO VII Website/Conspicuous places		Posting of Shortlisted applicants
TBA	RO VII Conference Hall	8:00AM-5:00PM	Conduct of the Behavioral Event Interview/Examination and Confirmation of Initial Points of Applicants

8. A separate advisory shall be issued for the schedule of the conduct of the examination, behavioral event interview and confirmation of initial points of applicants.

9. For more information and other concerns, please contact this Office at 0945 762 3193/319 1873 loc. 700 or email at hrmpsb.ro7@deped.gov.ph.

10. Expenses incurred in relation 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.

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


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

		JOB DESCRIPTION		JD No. _____	Revision Code: _____
Department of Education					
Position Title	Planning Officer III		Salary Grade	18	
Parent/Managerial Title			Governance Level	Regional Office	
Bureau/Service/Division			Unit/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					
Experience	at least 1 year experience in DepED				
Eligibility	ICT literate: word, data processing, spreadsheet and presentation software, internet				
Trainings	Computer literate (word processing, spreadsheets, presentation software, internet use)				

KRA	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems And Plans	A. Budget Proposal preparation • 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) B. Budget Execution • 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	• 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	• 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
		software
Research		- 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		- 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

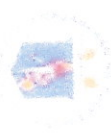
		JOB DESCRIPTION		JD No. _____		Revision Code: 00	
Department of Education							
Position Title	Education Program Specialist II	Salary Grade		16			
Parentetical Title	None	Governance Level		Regional Office			
Office/Bureau/Service	Human Resource Development Division (HRDD)	Unit/Division					
Reports to	Chief Education Supervisor (Division Chief)	Effectivity Date		April 24, 2020			
Positions Supervised	None						
JOB SUMMARY							
This position is responsible for assisting the Human Resources Development Division (HRDD) Chief and Senior Education Program Specialist in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also assists in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.							
QUALIFICATION STANDARDS							
A. CSC Prescribed Qualifications							
Education	Bachelor's degree in Education or its equivalent						
Experience	2 years experience in education research, development, implementation or other relevant experience						
Eligibility	RA 1080 (PBET/LET)						
	Career Service (Professional) Appropriate Eligibility for Second Level Position						
Trainings	4 hours of relevant training						
B. Preferred Qualifications							
Education	Master's degree in Education or in a relevant discipline						
Experience	3 years of relevant experience in the development of professional learning programs						
Eligibility	PBET, Teacher, Career Service (Professional) Appropriate Eligibility for Second Level Position						
Trainings	8 hours of relevant training						

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Program Development and Delivery	1. Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context 2. Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/ experts, coaches and mentors
Program Evaluation	1. Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region 2. Conduct evaluation of PD interventions within the region
Liaison	1. Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs). 2. Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO
Secondary Duties	1. Perform other functions as assigned.

		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education					
Position Title	Administrative Officer IV (GS)		Salary Grade	15	
Parent/Supervising Title			Governance Level	Regional Office	
Office/Bureau/Service			Unit/Division	Administrative Division	
Reports to	Chief Administrative Officer		Effectivity Date		
Positions Supervised					
JOB SUMMARY					
To supervise the team that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property, the maintenance of facilities, and provision of transportation in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Bachelors 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					
Experience					
Eligibility					
Trainings					

KRA	DUTIES AND RESPONSIBILITIES
GUIDELINES	• Monitor implementation of policies and guidelines related to General Services and recommend enhancements to Chief AO towards continuous improvement of services.
SECURITY OF PERSONNEL AND PROPERTY	• Develop together with management an "RO Safety and Security Plan" to manage risks on the safety and security of RO personnel, facilities, properties and documents and monitor implementation of such plan. • Search and initiate procurement of services of a Security Agency for the RO and manage the contract with the agency. • Regularly conduct an inspection of RO premise to note and recommend actions against safety and security risks.
MAINTENANCE OF RO GROUNDS and FACILITIES	• Develop and implement RO office configurations and utilization plans and initiate necessary constructions for the various offices in the RO • Initiate procurement of Janitorial Services for the RO and monitor contract with service provider. • Develop and implement a cleanliness and maintenance plan for the RO grounds and facilities and monitor implementation. • Monitor and ensure uninterrupted provision of all necessary utilities for the RO (electricity, water, telephone, internet service, etc.) • Develop and implement with management an RO Facilities Improvement and Upgrading Plan to support the current and future needs of the RO with regard buildings and facilities.
TRANSPORT AND MOTORPOOL SERVICES	• Set guidelines and standards for driving and transport maintenance to ensure safety and comfort of client and proper use of vehicles. • Approve trip schedules and monitor trip tickets to ensure efficiency in the use of vehicles. • Submit gas consumption reports for budgeting purpose. • Monitor vehicle servicing, repair and maintenance to ensure longevity of vehicle utilization.

KRA	DUTIES AND RESPONSIBILITIES
UNIT PERFORMANCE	• Assist Chief AO in planning, directing and supervising activities of Administrative Services related to General Services • Determine and implement the (Gen Services) work plans, identify and acquire resource requirements to support the plan. • Provide feedback on the performance of the staff under General Services unit • Integrate and submit accomplishment report to Chief AO on general services status, issues, and challenges for resolutions • Conduct regular meetings of General Services staff for regular updates and work coordination • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of General Services' goals and targets. • Attend management and coordination meetings as well as conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the section • Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

		JOB DESCRIPTION		JD No. _____	Revision Code. _____
Department of Education Position Title Draftsman II	Parent/Supervisory Title Chief Education Supervisor, PDO IV, Engineer III	Salary Grade Governance Level Unit/Division	8 Regional Office Education Support Services Division	Effectivity Date	
Reports to 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	• Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work.
Physical Facilities Cost Estimates	• 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.