



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

**Office of the Schools Division
Superintendent**

September 2, 2026

DIVISION MEMORANDUM

No. 712 , 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 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 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
 REGIONAL DIRECTORATE FOR EDUCATION DIVISION



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0767** s. 2026



01 SEP 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 ₱ 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 ₱ 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

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 hrmpsb.ro7@deped.gov.ph, **on or before 5:00 PM of September 7, 2026**. The following are the documentary requirements:

- 2.1 Letter of intent addressed to the Regional Director.
- 2.2 Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) and Work Experience Sheet.
- 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)
	Ms. Lorideth 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.

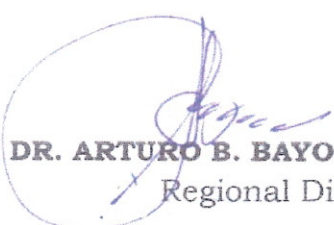
DATE	VENUE	TIME	ACTIVITY
August 27, 2026 -September 8, 2026 (except weekend and holiday)	RO VII Administrative Division	8:00AM- 5:00PM	Submission and Receipt of Application Documents
September 14- 18, 2026	RO VII Administrative Division	8:00AM- 5:00PM	Initial Assessment and Preparation of the Initial Evaluation of the applicants' qualifications
September 22, 2026	RO VII Conference Hall	8:00AM- 5:00PM	Presentation of the Initial Evaluation Result of Applicants for deliberation of the HRMP SB Committee;
September 28, 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

ABB/FYA/ASD/IFC/mmp

