



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

**Office of the Schools Division
Superintendent**

September 8, 2026

DIVISION MEMORANDUM

No. 730 , s. 2026

**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 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. 0788, 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



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0788** s. 2026

07 SEP 2026

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, provided they meet the following qualification standards set for the position:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Administrative Assistant I SG 7 P 20,914.00	1	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII- Quality Assurance Division
Administrative Aide VI (CLERK III) SG 6 P 19,716.00	1	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd Region VII- Administrative Division

The job descriptions of the abovementioned positions are provided in the enclosures of this Memorandum.

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 hrrmps7@deped.gov.ph, **on or before 5:00 PM of September 17, 2026**.

3. The following are the documentary requirements:

- 3.1 Letter of intent addressed to the Regional Director.
- 3.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) and Work Experience.
- 3.3 Photocopy of valid and updated PRC License/ID, if applicable
- 3.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 3.5 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
- 3.6 Photocopy of Certificate/s of Training, if applicable
- 3.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 3.8 Photocopy of latest appointment, if applicable
- 3.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- 3.10 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 the enclosures of this Memorandum.
- 3.11 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.
- 3.12 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 3.1-3.9 enumerated above are mandatory requirements while Items 3.1-3.5 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 Positions

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. 3, of DepEd Order No. 007, s. 2023, titled *Criteria and Point System for Hiring and Promotion to 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. 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
September 7, 2026, to September 17, 2026 (except weekend and holiday)	RO VII Administrative Services Division	8:00AM-5:00PM	Submission and Receipt of Application Documents
September 21-24, 2026	RO VII Administrative Services Division	8:00AM-5:00PM	Initial Assessment and Preparation of the Initial Evaluation of the applicants' qualifications
October 1, 2026	RO VII Conference Hall	8:00AM-5:00PM	Presentation of the Initial Evaluation Result of Applicants for deliberation of the HRMPSB Committee
October 4, 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. For more information and other concerns, please contact 0945 762 3193/319 1873 loc. 700 or email at hrmpsrb.ro7@deped.gov.ph.
9. Expenses incurred by the HRMPSB 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.
10. Immediate and wide dissemination of this Memorandum is desired.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/ASD/IFC/mmp

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 assessment, 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 (Annex C)			
k. Other documents as may be required for comparative assessment:			
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			

OMNIBUS SWORN STATEMENT**CERTIFICATION ON 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.

Attested:

Name and Signature of Applicant_____
Human Resource Management Officer

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

		JOB DESCRIPTION		JD No. _____		Revision Code: 00	
Department of Education							
Position Title	Administrative Assistant I			Salary Grade	7		
Parent/Supervisory Title				Governance Level	Regional Office		
Bureau/Service				Office/Division	Quality Assurance Division		
Reports to	Chief Education Supervisor, Education Program Supervisor			Effectivity Date			
Positions Supervised	None						
JOB SUMMARY							
This position provide administrative support to the management and staff in the effective and efficient operation of the Quality Assurance Division							
QUALIFICATION STANDARDS							
A. CSC Prescribed Qualifications							
Education	At least Two year college level						
	No required training						
Experience	No required experience						
Eligibility	Career Service Professional (First Level Eligibility)						
Trainings	No required training						
B. Preferred Qualifications							
Education	Bachelors degree						
Experience	2 years relevant experience						
Eligibility							
Trainings	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet						

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Records Management	• Receives, records and routes documents addressed to the QAD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	• Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of QAAD • Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	• Schedules/calendars QAD activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time • Travel bookings made • Appointment, venue, meals arranged • Received/routed calls • Visitors responded to • Follow through on inquiries

		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education					
Position Title	Administrative Aide IV (Asset)		Salary Grade	04	
Parent/ethical Title			Governance Level	Regional Office	
Office/Bureau/Service			Unit/Division	Administrative Division	
Reports to	Administrative Officer V		Effectivity Date		
Positions Supervised					
JOB SUMMARY					
To assist in maintaining proper storage, delivery, and issuance of supplies, materials and equipment towards adequate and timely provision of such to the management and staff of the RO To assist in the disposal of waste materials and unserviceable equipment					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Completion of two in college in college				
Experience	1 years relevant experience				
Eligibility	Career Service Professional (First Level Eligibility)				
Trainings	4 hours relevant training				
B. Preferred Qualifications:					
Education					
Experience					
Eligibility					
Trainings					

KRA	DUTIES AND RESPONSIBILITIES
SUPPLIES AND MATERIAL	1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management. 2. Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources. 3. Prepare supplies and materials for issuance by the Supply Officer to requesting units. 4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances
PROPERTIES AND EQUIPMENT	1. Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts. 2. Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization. 3. Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference. 4. Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal. 5. Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.