



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

**Office of the Schools Division
Superintendent**

September 9, 2026

DIVISION MEMORANDUM

No. 739, s. 2026

**ANNOUNCING THE HIRING OF CONTRACT OF SERVICE 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 announcement and acceptance of application documents for the hiring of Contract of Service positions under the Education Support Services Division (ESSD), provided they meet the provided qualification standards.
2. For interested and qualified applicants, please see attached Regional Memorandum No. 0713, 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

18 AUG 2026

REGIONAL MEMORANDUM

No. **0713** s. 2026

**ANNOUNCING THE HIRING OF CONTRACT OF SERVICE POSITIONS IN THE
DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office is announcing the acceptance of application documents for the hiring of Contract of Service positions under the Education Support Services Division (ESSD), with the following qualifications:

Position Title	No. of Vacant Position	Education	Training	Experience	Eligibility
Technical Assistant IV (Engineer III-Electrical) Base Salary: P 52,000.00 Premium: P 5,200.00	1	Bachelor of Science in Electrical Engineering	8 hours of relevant training	two (2) years of relevant experience	RA 1080 (Engineer)
Technical Assistant IV (Engineer III-Civil) Base Salary: P 52,000.00 Premium: P 5,200.00	1	Bachelor of Science in Civil Engineering	8 hours of relevant training in project management within the construction industry	two (2) years of relevant experience in project management within the construction industry	RA 1080 (Engineer)
Technical Assistant IV (Architect III) Base Salary: P 52,000.00	1	Bachelor of Science in Architecture	8 hours of relevant training	two (2) years of relevant experience	RA 1080 (Architect)

Premium:					
P 5,200.00					

Terms of Reference for Engineer/Architect:

- a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC) and Inclusive Learning Resource Centers (ILRCs) of the Divisions and Schools Division Offices to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools.
- b. Prepare/review/evaluate technical drawings, cost estimates, schedules and other documents needed in planning the construction projects.
- c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, School Furniture and Last Miles Schools being implemented by the Region/Division Offices.
- d. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns.
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings with recommendations.
- f. Provide technical assistance to the recipient schools to ensure proper project implementation.
- g. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD.
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment.
- i. Conduct site appraisal jointly with DPWH District Engineering Office for the proposed schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other cost related to the proposed project.
- j. Regularly coordinate with DPWH-DEO on their compliance with Memorandum of Agreement between DepEd and DPWH.
- k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards.
- l. Conduct random inspection of delivered school furniture under the School Furniture Program.
- m. Prepare, consolidate and submit Project Status Report every 25th of each month for every task assigned to EFD.
- n. Annually submit to EFD the Updated Construction Materials Price Data (CMPD) every last day of January.
- o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects.

- p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects.
- q. May be assigned to supervise a region and/or divisions as needed. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Project Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer.
- s. Perform related tasks that may be assigned by the immediate supervisor or head of office.

2. All interested and qualified applicants are required to submit one (1) copy of their application documents at the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of September 24, 2026** consisting of the following documents:

- a. Letter of intent addressed to the Regional Director;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026);
- c. Transcript of Record and Diploma;
- d. Photocopy of Certificate/s of Training, if applicable;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- f. Certificate of Eligibility (Engineer and Architect applicants); and
- g. PSA-issued Birth Certificate.

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

DATE	VENUE	TIME	ACTIVITY
September 8-21, 2026 (except weekend and holiday)	RO VII Administrative Services Division	8:00AM-5:00PM	Submission and Receipt of Application Documents
September 22-30, 2026	RO VII Administrative Services Division	8:00AM-5:00PM	Initial Assessment and Preparation of the Initial Evaluation of the applicants
October 1, 2026	RO VII Conference Hall	8:00AM-5:00PM	Presentation of the Initial Evaluation Result of Applicants
TBA	RO VII Conference Hall	8:00AM-5:00PM	Conduct of the Behavioral Event Interview/Examination and Confirmation of Initial Points of Applicants

4. The Education Support Services Division (ESSD) in coordination with the Administrative Division - Personnel Unit will conduct a behavioral event interview and

written test with the shortlisted applicants. Qualified applicants will be notified through SMS/email regarding the conduct of behavioral event interview and written test.

5. For more information and other concerns, please contact this Office at (032) 256-9466/+639773295904 loc.700 or email at hrmpsb.ro7@deped.gov.ph.

6. 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.

7. This Memorandum is for the information and guidance of all concerned.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director