



February 11, 2019



Division Memorandum

No. 069, s. 2019

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION,  
REGION OFFICE VII**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Section Heads, SEPS, EPS II  
Heads of Public and Private Elementary and Secondary Schools

1. This Office disseminates Regional Memorandum No. 86, s. 2019 entitled "Announcing the Vacant Positions in the Department of Education, Region Office VII" for the information and guidance of all concerned.
2. Qualified applicants are advised to comply and submit the documents in **three (3) folders** to the Office of the Assistant Regional Director, c/o HRMPSB Secretariat on the specified dates.
3. For further details concerning thereof, please refer to the attached Memorandum.
4. It is desired that the forenamed Regional Memorandum be disseminated widely and be given preferential attention.

  
**ROSALIE M. PASAOL, Ed.D., CESO V**  
Schools Division Superintendent 





REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



February 7, 2019

**REGIONAL MEMORANDUM**

No. 0086, s. 2019

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION,  
REGIONAL OFFICE VII**

**TO :** Schools Division Superintendent  
Officer-in-Charge of Interim City Division  
All Concerned

1. This Office announces the following vacant positions, as follows :

Position Title	Educational Requirement	Experience Requirement	Training Requirements	Civil Service Eligibility
<b>Administrative Assistant I</b> OSEC-DECSB-ADAS1-510048-2015 ; SG-7 (Curriculum Learning and Development Division)	At least Two Years College Level	None	None	Career Service Sub-Professional (First Level Eligibility)
<b>Education Program Supervisor</b> OSEC-DECSB-EPSVR-510111-2010 ; SG-22 (Human Resource Development Division)	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
<b>Education Program Specialist II</b> OSEC-DECSB-EPS2-510100-2015; SG-16 (Human Resource Development Division)	Bachelor's Degree or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 PBET/ Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
<b>Education Program Specialist II</b> OSEC-DECSB-EPS2-510102-2015; SG-16 (Human Resource Development Division)	Bachelor's Degree or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 PBET/ Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" *ESA 2015: Karapatan ng Lahat, Pananagutan ng Lahat* "

Position Title	Educational Requirement	Experience Requirement	Training Requirements	Civil Service Eligibility
<b>Chief Education Supervisor</b> OSEC-DECSB-CES-510008-1998 ; SG-24 (Education Support Services Division)	Master's Degree in Education or other relevant Master's Degree	4 years of relevant experience involving management and supervision	24 hours of training in management and supervision	RA 1080 (PBET/Teacher)
<b>Medical Officer IV</b> OSEC-DECSB-MDOF4-510122-2010 ; SG-23 (Education Support Services Division)	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Administrative Officer V</b> OSEC-DECSB-ADOF5-510018-2004 ; SG-18 (Administrative Services Division)	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
<b>Administrative Aide VI</b> OSEC-DECSB-ADA6-510013-2004 ; SG-6 (Administrative Services Division)	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	2 years relevant experience	8 hours of relevant experience	Career Service (Sub-Professional) First Level Eligibility
<b>Chief Administrative Officer</b> OSEC-DECSB-CADOF-510022-2004 ; SG-24 (Finance Division)	Master's Degree	4 years in position/s involving management and supervision	24 hours training in management and supervision	Career Service (Professional) Second Level Eligibility

2. Qualified applicants are advised to comply and submit the following documents in three (3) folders to the Office of the Assistant Regional Director, c/o HRMPSB Secretariat :

1. Letter of Intent email at [hrmpsb.depedro7@yahoo.com](mailto:hrmpsb.depedro7@yahoo.com)
2. Updated PDS or CSC Form 212, revised
3. Service Record or Certificate of Employment with proof of relevant experience to the position applied;
4. Performance rating (last three (3) rating periods) :
  - \* January - December 2016
  - \* January - December 2017
  - \* January - December 2018
4. School Records/Transcript of Records
5. Outstanding accomplishments
5. Certificate of Seminars attended related to the job
6. Certificate/Proof of Eligibility

3. The following are the timeline/deadline of submission of documents and deliberation :

DEADLINE OF SUBMISSION :

POSITION	LETTER OF INTENT	PERTINENT DOCUMENTS	DATE OF DELIBERATION/ INTERVIEW
Chief Administrative Officer (Finance Division)	February 12, 2019	February 13, 2019	February 15, 2019
Chief Education Supervisor (ESSD)	February 15, 2019	February 20, 2019	February 22, 2019
Administrative Assistant I (CLMD)	February 22, 2019	February 25, 2019	March 1, 2019
Administrative Aide VI (ASD)			
Medical Officer IV	March 1, 2019	March 1, 2019	March 4, 2019
Education Program Specialist II (HRDD) (2 plantilla positions)	March 1, 2019	March 1, 2019	March 5, 2019
Education Program Supervisor (HRDD)	March 1, 2019	March 1, 2019	March 5, 2019
Administrative Officer V (Records Section)	March 1, 2019	March 1, 2019	March 6, 2019

4. For updates, applicants may open the DepED RO 7 website (Join Us Tab) or contact the HRMP SB Secretariat.

5. It is desired that this Memorandum be disseminated widely and be given preferential attention by all concerned.

  
**JULIET A. JERUTA, Ph.D., CESO IV**  
 Director IV  
 Regional Director