



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 174, s. 2025

06 MAR 2025

VACANCY ANNOUNCEMENT FOR THIRD LEVEL POSITIONS

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
All Others Concerned**

1. This office hereby disseminates Regional Memorandum No. 342 s. 2025: Vacancy Announcement for Third Level Positions.
2. Attached is the Regional Memorandum for reference.
3. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 342, s. 2025
To be included in the Perpetual Index
Under the following subject:

Official Officers Personnel
Positions

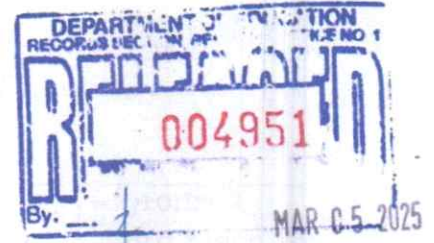
OSDS HRMU JMP/Vacancy of Announcement for Thrid Level Positions
2503906/021/March 6, 2025

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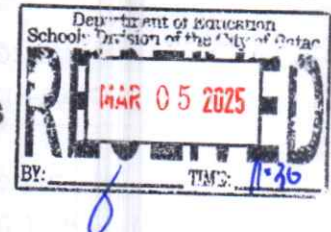
Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 342, s. 2025

VACANCY ANNOUNCEMENT FOR THIRD LEVEL POSITIONS

To: All Schools Division Superintendents
All Others Concerned



1. This in reference to the attached MEMORANDUM dated February 25, 2025 from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, Department of Education, re: Vacancy Announcement for Third Level Positions.

2. DepEd National Search Committee was reconstituted under DepEd Memorandum No. 048,s. 2024, which is tasked to evaluate candidates/applicants for third level positions. The Committee is announcing vacancies for third-level positions: Schools Division Superintendent, and Assistant Schools Division Superintendent. The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	Experience	Training	Eligibility
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES Eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CES Eligible and/or EMT passer

3. In line with this, all interested applicants shall submit the following application documents (soft copies/PDF) through <https://tinyurl.com/3rdLevelApp> on or before **March 15, 2025**:

- Letter of intent addressed to Secretary Sonny Angara, indicating the position/s applying for
- Accomplished CSC Form 212 (Personal Data Sheet), including Work Experience Sheet (notarized)
- Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, and assignments and trainings attended in the past five (5) years



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- d. Abstract of Innovations, Project documentation, or any proof of implementation highlighting specific contribution, including narrative of its impact
- e. Service Records
- f. Transcript of Records
- g. Performance evaluation records for FY 2024 (CESPES, OPCRf, and/or IPCRf)
- h. Self-certification disclosing all administrative/civil/criminal charges, if there are any, together with the executive summary of pending cases, copies of complaints, counter-affidavits, and other supporting documents
- i. ID picture
- j. One-page profile of candidates
- k. Any other relevant documents

4. Application templates and forms can be downloaded through <https://tinyurl.com/3rdLevelForms>.

5. Furthermore, it is informed that qualified applicants shall undergo assessment, evaluation, and interview by the NSC-Screening Committee. Results of these shall be the basis for recommendation of candidates for appointment. However, NSC will also consider other factors such as education, training, performance, experience, legal impediments, etc.

6. Be guided accordingly.

TOLENTINO G. AQUINO
Director IV

Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

OFFICIALS

OFFICERS

PERSONNEL
POSITIONS

AD/PS/hfa/RM_VacancyAnnouncementforThirdLevelPositions

March 4, 2025



Republic of the Philippines
Department of Education



MEMORANDUM

To : Regional Directors
Schools Division Superintendents
All Others Concerned

From : **PETER IRVING C. CORVERA**
Undersecretary
Office of the Secretary

WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development



Subject: **VACANCY ANNOUNCEMENT FOR THIRD-LEVEL POSITIONS**

Date : 25 February 2025

The DepEd National Search Committee (NSC)-Screening Committee, which was reconstituted under DepEd Memorandum No. 048, s. 2024 (*Amendment to DepEd Memorandum No. 090, s. 2022 [Reconstituting the National Search Committee for Third Level Positions]*), is tasked to evaluate candidates/applicants for third-level.

In this connection, this is to announce the vacancies for third-level positions: **Schools Division Superintendent (SDS), and Assistant Schools Division Superintendent (ASDS)**. The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	Experience	Training	Eligibility
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CES eligible and/or EMT passer

Interested applicants shall submit the following application documents (soft copies/PDF) through <https://tinyurl.com/3rdLevelApp> on or before **15 March 2025**:

1. Letter of intent addressed to Secretary Sonny Angara, indicating the position/s applying for;
2. Accomplished CSC Form 212 (Personal Data Sheet), including Work Experience Sheet [notarized];
3. Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, and assignments and trainings attended in the past five (5) years;
4. Abstract of Innovations, Project documentation, or any proof of implementation highlighting specific contribution, including narrative of its impact
5. Service Records;
6. Transcript of records;
7. Performance evaluation records for FY 2024 (CESPES, OPCRf, and/or IPCRF);
8. Self-certification disclosing all administrative/civil/criminal charges, if there are any, together with the executive summary of pending cases, copies of complaints, counter-affidavits, and other supporting documents;
9. ID picture;
10. One-page profile of candidates; and
11. Any other relevant documents.

The application templates and forms can be downloaded through <https://tinyurl.com/3rdLevelForms>.

Qualified applicants shall undergo assessment, evaluation, and interview by the NSC-Screening Committee. The result shall be the basis for recommending the candidates for appointment to said positions. However, the NSC will also consider other factors such as education, training, performance, experience, legal impediments, etc.

For inquiries and concerns, please contact the BHRD-Personnel Division through email address: 3rdlevel@deped.gov.ph or telephone number: (02) 86339345.

Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
Office of the Secretary
osec@deped.gov.ph