



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**


No. 262, s. 2026

23 APR 2026

**NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE I**

To: Interested Qualified Applicants  
All Others Concerned

1. This office hereby disseminates Regional Memorandum No. 486, s. 2026 entitled Notice of Vacant Positions in the Regional Office I. A copy of the said memorandum is hereby attached for perusal.
2. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

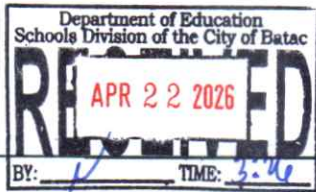
Encl.: None

Reference:

To be included in the Perpetual Index  
Under the following subject:

APPLICATION                      VACANT POSITION

OSDS HRMU FDA/Notice of Vacant Positions in RO1  
0022/April 23, 2026



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APR 22 2026

**REGIONAL MEMORANDUM**

No. 486 s. 2026

**NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE I**

To: Assistant Regional Director  
Schools Division Superintendents  
DepEd ROI Chiefs  
All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

Vacancy/ Particulars Position Title/SG/Monthly Salary/Area of Assignment	Qualification Standards			
	Education	Training	Experience	Eligibility
Education Program Specialist II/ 16/ 45694/ Policy, Planning and Research Division	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Administrative Aide VI/ 6/ 19716/ Administrative Division – Cash Section	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical- Vocational- Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility





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2. The Department of Education Regional Office No. I affords **equal employment opportunities** to all qualified and interested applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation, and any other characteristics protected by law. Applicants should signify their interest in writing and submit the following documents not later than **April 27, 2026**.

- a. Letter of intent addressed to the Regional Director, ESTELA P. LEON-CARIÑO, or to the highest Human Resource Office designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture, complete with signature, photo, thumb mark, and duly sworn and subscribed (CS Form No. 212, Revised 2025), strictly following the CSC “Guide to Filling Out the Personal Data Sheet” and Work Experience Sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph), 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 available;
- 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 deadline of submission, 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 pursuant to R.A. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, duly notarized by authorized official;
- k. Other documents may be required for comparative assessment, such as but not limited to:
  - k.1 Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
  - k.2 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position filled.

3. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the set deadline.

5. Application documents may be submitted through the DepEd ROI – Records Section or via courier addressed to or online application at:

**GEORGINA N. NERIDA**  
Department of Education Regional Office No. I  
Flores St., Catbangan, City of San Fernando, La Union  
<https://tinyurl.com/ApplicationForm-DepEdROI>



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6. All official applicants in the pool will be assigned with an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. Qualified applicants will be notified through a letter, email, text message, or call on the schedule of assessment/ screening.
7. Enclosure No. 5 – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order No. 007, s. 2023 shall be used in the evaluation of documents for said positions.
8. Attached hereto are the duties and responsibilities of the positions and the timeline or schedule of recruitment and selection activities, for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.

*ed*  
**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
*fn* Director IV/Regional Director *f*

Encl. & References: As stated.

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

VACANT POSITIONS

ANNOUNCEMENT

AD-Personnel/gnn/LGAbaya/NoticeofVacantPositions  
April 16, 2026



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Enclosure No. 1  
Duties and Responsibilities  
re: Education Program Specialist II, Administrative Aide VI

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Education Program Specialist II/ Policy, Planning and Research Division	<p>Job Summary: To enable the conduct of research studies towards formulation of regional policies and recommend publication and utilization of findings in improving basic education services, as well as in the provision of technical assistance by the region to the schools divisions.</p> <p>KRAs:</p> <p>Planning Frame, Systems and Plans:</p> <ul style="list-style-type: none"><li>• Assist in analyzing educational plans of the schools division to identify gaps/ needs for crucial resources as inputs to budget preparation;</li><li>• Gather, organize and analyze data on the implementation of the planning systems as basis for systems enhancements;</li><li>• Draft research proposals based on identified research agenda for approval and conduct;</li><li>• Draft proposed policies based on the results of research studies;</li><li>• Prepare draft advocacy plan on policies formulated for implementation;</li><li>• Gather data to monitor and evaluate policy implementation;</li><li>• Assist schools division in implementing localized policies.</li></ul> <p>Policies And Standards:</p> <ul style="list-style-type: none"><li>• Recommend research agenda for the region based on findings of monitoring and evaluation and other reports conducted by the RO and SDO.</li></ul> <p>Research:</p> <ul style="list-style-type: none"><li>• Gather and analyze data to identify problem areas for research by the Region;</li><li>• Recommend research agenda for the approval of the Regional Director;</li><li>• Coordinate with TEIs and NGOs in the conduct of the research studies;</li><li>• Recommend to management research findings to be disseminated through management meetings and newsletters to ensure awareness and utilization of research findings;</li><li>• Provide technical assistance to schools divisions in the conduct of action researches;</li><li>• Generate technical support from TEIs and NGOs for access to research data, expertise to facilitate data gathering and research completion.</li></ul>
Administrative Aide VI/ Administrative Division Cash Section	<p>Job Summary: To assist and provide administrative support in the effective and efficient operation of the Cash Section. To provides clerical support in the performance of functions related to cashing and other transactions in the Cash Section.</p> <p>KRAs:</p> <p>Cash Collection:</p> <ul style="list-style-type: none"><li>• Assist Cashiers in receiving and counting cash and checks, collecting fees (e.g. registration) as assigned, and issuing receipts for money received;</li><li>• Assist Cashiers in reconciling cash and check collections with receipts;</li><li>• Record cash receipt vouchers and other documents to ledgers and cash registry;</li><li>• Prepare daily collection reports for review and validation of Cashier.</li></ul>



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	<p>Disbursement and Remittances:</p> <ul style="list-style-type: none"> <li>• Enter records of disbursements in the books of accounts;</li> <li>• initial reconciliation for review and validation of Cashiers.</li> </ul> <p>Records and Files:</p> <ul style="list-style-type: none"> <li>• Receive, record and route documents addressed to the Cash Section 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;</li> <li>• Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;</li> <li>• Document proceedings and agreements of meetings as assigned, and distribute copies of the minutes to concerned parties as well as files a copy for future reference;</li> <li>• Notes whereabouts of cash staff to be able to respond to inquiries of those needing to meet them</li> </ul>
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**Enclosure No. 2**  
**Timeline or Schedule of Recruitment and Selection Activities**  
**re: Education Program Specialist II, Administrative Aide VI**

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	April 16, 2026	
Submission and Receipt of Application Documents	April 16-27, 2026	
Listing of ALL Applicants	April 28-29, 2026	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	April 30, 2026 to May 13, 2026	
Conduct of initial deliberation of the qualification of applicants (if necessary)	May 13, 2026	
Posting copy of the IER	May 14, 2026	*Notifies all applicants of the results of the initial evaluation and the schedule of evaluative assessment
Conduct of Evaluative Assessment: Written Examination Panel Interview/ Open Ranking Validation of Documents	May 21-25, 2026	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	May 25, 2026	
Submission of CAR to the appointing authority and requesting instruction	May 29, 2026	
-Conduct of Background Investigation		
Posting of CAR in three (3) conspicuous places and through other modes	May 29, 2026	
Appointment of successful candidate	TBA	

\*\*\*The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business

Prepared by:

  
**GEORGINA N. NERIDA**  
 Administrative Officer V

Noted:

  
**RHODA T. RAZON**  
 HRMPSB Chairperson