



Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY

DepEd Regional Office No. 02



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March 26, 2025



**REGIONAL MEMORANDUM**  
 No. **150** s. 2025

**ANNOUNCEMENT OF VACANCY IN THE DEPED REGIONAL OFFICE NO. II**

To: Schools Division Superintendents  
 Functional Division Chiefs  
 Section/Unit Heads  
 All Others Concerned

1. The DepED Regional Office No. II wishes to announce the vacant position for filling-up. Herewith are the minimum **Qualification Standard Requirements** of the position for the information and guidance of all interested and qualified applicants, to wit:

POSITION/SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OFFICE ASSIGNMENT
<b>Supervising Administrative Officer</b>  SG 22 P 78,162.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours of relevant training	CS Professional/ Second Level Eligibility	Department of Education Regional Office II – Administrative Division

2. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY, hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

3. Interested applicants may submit their **letter of intent** through email address: [personnel.region2@deped.gov.ph](mailto:personnel.region2@deped.gov.ph) and **personally hand in** or **send through courier their application portfolio, properly arranged and labeled, in two (2) copies, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig, Tuguegarao City, Cagayan, not later than April 11, 2025 (Friday). Interested applicants are also required to register via the link <https://bit.ly/ApplicantsRegistrationForm>.**

4. The Supervising Administrative Officer shall assist the Chief AO in supervising the Administrative Services Division and deliver timely, responsive and economical administrative services to the management and staff of the regional office.

5. Below are lists of documents to be submitted for evaluation, if any, per DepEd Order 7, s. 2023, viz:

- a. **Annex C**, 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 RA No. 10173 (Data Privacy Act of 2012), notarized by authorized official;
- b. Letter of Intent addressed to the Head of Office;
- c. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet,
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Rating, if applicable;



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
 Telephone Nos.: (078) 304-3855; (078) 396-9728  
 Email Address: [region2@deped.gov.ph](mailto:region2@deped.gov.ph)  
 Website: [region2.deped.gov.ph](http://region2.deped.gov.ph)



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- f. 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;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- i. Photocopy of latest appointment, if applicable;
- j. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

## **OUTSTANDING ACCOMPLISHMENTS**

### **a. Awards and Recognition**

- 1. Outstanding Employee Award.  
Means of Verification (MOVs)
  - A. Any issuance, memorandum or document showing the Criteria for the Search; and
  - B. Certificate of Recognition/Merit.

### **b. Research and Innovation**

- Means of Verification (MOVs)
- A. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
  - B. Accomplishment Report verified by the Head of Office;
  - C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office;
  - D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office;
  - E. Proof of citation by other researchers (whose study/research/is likewise approved by the authorized body) of the concepts/s developed in the research.

### **c. Subject Matter Expert/Membership in National TWGs or committee**

- Means of Verification (MOVs)
- A. Issuance or Memorandum showing the membership in NTWG or Committee;
  - B. Certificate of Participation or Attendance; and
  - C. Output/Adoption by the organization/DepEd

### **d. Resource Speakership/Learning Facilitation**

- Means of Verification (All MOVs shall be presented)
- A. Issuance/Memorandum/Invitation/Training Matrix;
  - B. Certificate of Recognition/Merit/Commendation/Appreciation;
  - C. Slide decks/ used and/or Session guide/s.

### **e. NEAP Accredited Learning Facilitator.**

- Means of Verification (MOVs)
- A. Certificate of Recognition as Learning Facilitator issued by the NEAP Regional Office
  - B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

### **f. Application of Education**

- Means of Verification (MOVs)
- A. Action Plan approved by the Head of Office
  - B. Accomplishment Report verified by the Head of Office

C. Certification of the utilization/adoption signed by the Head of Office

**g. Application of Learning and Development (L & D)**

Means of Verification (MOVs)

- A. Certificate of Training or Certification on any applicable L & D intervention acquired that is aligned with the individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the different office at the local;
- D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the different office at the local/higher level.

6. To ensure accuracy and completeness of application documents, this Office shall conduct an **online orientation** to all interested applicants on **April 2, 2025, 1:30 in the afternoon** through this link: [meet.google.com/cii-vwdp-njr](https://meet.google.com/cii-vwdp-njr)

7. The orientation aims to discuss DepEd Order No. 7, s. 2023, entitled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*".

8. **No application documents shall be accepted after 5:00 pm of April 11, 2025.**

9. An open ranking system shall be adopted to ensure transparency in the selection process. In the event when face-to-face conduct of the comparative assessment and/or open ranking is not feasible, the HRMPSB shall adopt the use of online platform through Microsoft Teams. The meeting code shall be announced on a separate issuance.

10. For information, guidance and widest dissemination.



*Handwritten initials*

**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/ Regional Director

<b>MEMORANDUM</b>		Date: 3/27/25	Released (Records):		
To: <input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads				
<input checked="" type="checkbox"/> Private Schools	<input type="checkbox"/> Others:				
For: <input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination				
<input type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance				
<b>ORLANDO E. MANUEL PhD., CESO V</b> Office of the Schools Division Superintendent					
By: <input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: <i>[Signature]</i>



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