



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

DepEd Regional Office No. 02



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June 19, 2025

REGIONAL MEMORANDUM

No. **272** 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
Teacher Credentials Evaluator II SG 15 P 40,208.00	Bachelor's degree in Education or its equivalent	1 year relevant experience	4 hours relevant training	RA 1080 (Teacher) or CS Professional or Appropriate 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 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 **July 7, 2025**. **Interested applicants are also required to register via the link** <https://bit.ly/ApplicantsRegistrationForm>.

4. The Teacher Credentials Evaluator II shall perform the following functions:

- Evaluate the credentials of teachers, teaching related personnel of the Schools Division Offices who are recommended for upgrading, reclassification and conversion of positions, to assign them to their appropriate level according to their competence, experience and education.



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



- Assist the AO V for Personnel in the review and validation of documents for personnel actions, data gathering, and reportorial obligations to DepED management and oversight agencies.

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

- Annex C**, notarized by authorized official; 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),
- Letter of Intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- 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
- Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

OUTSTANDING ACCOMPLISHMENTS

a. Awards and Recognition

Outstanding Employee Award.

Means of Verification (MOVs)

- Any issuance, memorandum or document showing the Criteria for the Search; and
- Certificate of Recognition/Merit.

b. Research and Innovation

Means of Verification (MOVs)

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

b. Subject Matter Expert/Membership in National TWGs or committee

Means of Verification (MOVs)



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8. **No additional documents shall be accepted after 5:00 pm of July 7, 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 dissemination.




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

MEMORANDUM		Date: 6/30/2025	Released (Records):
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input checked="" type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	<input type="checkbox"/> -st S	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: