



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



October 1, 2025

REGIONAL MEMORANDUM

No. **472** s. 2025

**HIRING OF TECHNICAL ASSISTANT III FOR THE CURRICULUM & LEARNING
MANAGEMENT DIVISION UNDER CONTRACT OF SERVICE (COS)**

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

1. The DepED Regional Office No. II wishes to announce the hiring of **Technical Assistant III** for the Curriculum and Learning Management Division under **Contract of Service**.
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 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 **October 10, 2025**.
4. Below are the duties and responsibilities of the Technical Assistant III for the CLMD :
 - a. Provide technical assistance in the monitoring of fund releases, obligations, and disbursement for LS programs, activities, and project (PAPs) at the regional level, using trackers provided by the Office of the Undersecretary for Learning Systems (OULS).
 - b. Consolidate budget utilization reports from regional and schools division program implementers for submission to OULS and the Finance Strand.
 - c. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to OULS, Finance, and Procurement Strands.
 - d. Maintain updated trackers/dashboards of regional LS procurement milestone (e.g., Purchase Request, Request for Quotation, Bids and Awards Committee Resolutions, Purchase Orders, Notices to Proceed, deliveries).
 - e. Flag delays, bottlenecks, and risks in budget utilization and procurement processes for the attention of OULS and the Procurement Strand.



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



- f. Coordinate with program focals, BAC Secretariats, and finance/procurement focals to validate and reconcile monitoring data;
 - g. Submit every 10th of the month, budget utilization and procurement reports to the Office of the Undersecretary for Learning Systems, copy furnished the Finance, Procurement, and Strategic Management Strands; and
 - h. Perform other functions as may be assigned by superior.
5. The following are the qualifications:
- Bachelor's degree relevant to the job;
 - 24 hours of relevant training;
 - Two (2) years relevant experience.
6. Below are lists of documents to be submitted for evaluation, viz:
- a. Letter of Intent addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with **Work Experience Sheet**;
 - c. 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
 - d. Certificate/s of Training;
 - e. Certificate of Eligibility/Report of Rating, if available.
7. Budget for COS:
- | Base Salary | Premium |
|-----------------------|--------------------|
| P 48,000.00 per month | 4,800.00 per month |
8. For information, guidance and dissemination.



Personnel/rgp

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

[Signature]
ELUANTE E. VERGARA
DIRECTOR III

MEMORANDUM		Date: 10/07/25	Released (Records): <i>[Signature]</i>
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	
ORLANDO E. MANUEL PhD, CESO V Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input checked="" type="checkbox"/> Atty.	Signature: <i>[Signature]</i>



Department of Education

MEMORANDUM

DepEd Division Office - Marikina

**TO : All Learning Systems Strand Bureau Directors
All Regional Directors**

**FROM : *Carmela C. Opacion*
CARMELA C. OPACION**
*Assistant Secretary and Officer-in-Charge
Office of the Undersecretary for Learning Systems*

**SUBJECT : HIRING OF TECHNICAL ASSISTANT III FOR THE LEARNING
STRAND BUREAUS IN THE CENTRAL OFFICE AND THE
CURRICULUM AND LEARNING MANAGEMENT DIVISIONS OF
ALL REGIONAL OFFICES**

DATE : 25 September 2025

In compliance with the directive of the Executive Committee to closely monitor the implementation of various programs/activities/projects (PAPs) of the Learning Systems Strand (LSS), and pursuant to DepEd Order (DO) No. 027, s. 2025 entitled "Guidelines on the Use of Balances from Fiscal Year 2025 (Republic Act No. 12116) Funds under the Learning Systems Strand", and DO No. 028, s. 2025 "Guidelines on the Use of Balances from Fiscal Year 2024 (Republic Act No. 11975) Funds under the Learning Systems Strand", all LS Strand Bureaus and the Curriculum and Learning Management Division (CLMD) of all Regional Offices (ROs) are hereby authorized to hire one (1) Technical Assistant III (TA III) to act as the focal person for budget and procurement monitoring for LSS Programs, Activities, and Projects (PAPs).

The TA IIIs shall be assigned to each LSS Bureau in the Central Office (CO) and CLMDs of the ROs as detailed below.

Office	No. of Technical Assistant III	
	FY 2025	FY 2026*
CO - LS Strand Bureaus	9	9
RO - CLMDs*	16	17
TOTAL	25	26

**Allocation for NIR will be provided for FY 2026*

The TA IIIs shall regularly monitor the budget utilization and procurement status of all PAPs of the LSS at the CO and directly released and/or downloaded funds (i.e.

Continuing and Current Appropriations) to the ROs from the LSS-managed PAPs respectively.

Pursuant to DO No. 028, s. 2025, the conduct of the hiring process for TA IIIs at the ROs shall be delegated to the respective Office of the Regional Director in accordance with the prescribed Terms of Reference attached as **Annex A**.

In view of the magnitude of funds under the Bureau of Learning Resources (BLR), said Bureau is authorized to hire up to three (3) TA IIIs. All other LS Bureaus are authorized to hire one (1) TA III each. The TA III in each Bureau shall coordinate directly with the Office of the Undersecretary for Learning Systems (OULS) and submit every 10th of each month the budget utilization and procurement reports of the LS Bureaus to OULS. OULS shall then vet and consolidate these reports and furnish copies to the Finance, Procurement, and Strategic Management Strands.

For the ROs, the TA III shall be assigned to the CLMD. They shall likewise coordinate directly with the OULS and submit every 10th of each month the regular budget utilization and procurement reports of the ROs to the OULS, which will likewise vet, consolidate, and furnish copies to the Finance, Procurement, and Strategic Management Strands.

Pursuant to the OSEC Office Order No. 306 (OO-OSEC-2024-306), each TA III in CO and ROs shall be hired on a contract of service basis. The position shall be entitled to a monthly base pay of PHP 48,000.00 with a PHP 4,800.00 premium. All TA IIIs shall be engaged from 1 October 2025, subject to renewal of contracts in accordance with the aforementioned Office Order and in compliance with government budgeting, accounting, and auditing rules and regulations, and subject to availability of funds.

A total amount of **Php 21,658,600.00** is allocated for the hiring and renewal of all TA IIIs for the LS Strand Bureaus in the CO and the ROs. Said amount includes a budget for other related administrative costs in FY 2025 as shown in **Annex B**.

The funding requirement of the LS Bureaus in the CO for the aforementioned purpose, as shown in **Annexes C and E**, shall be charged against the FY2025 Basic Education Curriculum fund of the CO as authorized under the FY2025 General Appropriations Act.

The funding requirement of the ROs for the same purpose, as shown in **Annex D**, shall be charged against the FY2024 Basic Education Curriculum funds (Continuing Appropriations) originally downloaded as Program Support Fund (PSF) for various PAPs and authorized for reallocation under DepEd Order No. 027, s. 2025 and DepEd Order No. 028, s. 2025. These funds shall be fully obligated and disbursed by 31 December 2025 given their validity is only until the aforementioned date. The funding requirement for the period 1 January to 31 December 2026, as shown in Annex E, shall be charged against the FY 2025 Basic Education Curriculum funds to be downloaded by the CO. The engagement of TAs in FY 2026 shall be contingent upon the extension of the government policy authorizing the hiring of COS personnel.

The amounts reflected in **Annexes D and F** shall be promptly downloaded by the Central Office to the Regional Offices for this purpose.

For compliance.

Annex A: Terms of Reference for the Technical Assistant III

Office	REGIONAL OFFICE	
Division/ Unit	CURRICULUM AND LEARNING MANAGEMENT DIVISION	
POSITION PROFILE		
Position: Technical Assistant III (Contract of Service)		Base Pay: P48,000.00 Premium: P4,800.00
Qualifications: 1. Bachelor's Degree relevant to the job 2. 24 hours of relevant training 3. Two (2) years relevant experience		
Terms of Reference: 1. Provide technical assistance in the monitoring of fund releases, obligations, and disbursements for LS programs, activities, and projects (PAPs) at the regional level, using trackers provided by the Office of the Undersecretary for Learning Systems (OULS). 2. Consolidate budget utilization reports from regional and schools division program implementers for submission to OULS and the Finance Strand. 3. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to OULS, Finance, and Procurement strands. 4. Maintain updated trackers/dashboards of regional LS procurement milestones (e.g., Purchase Requests, Requests for Quotation, Bids and Awards Committee Resolutions, Purchase Orders, Notices to Proceed, deliveries). 5. Flag delays, bottlenecks, and risks in budget utilization and procurement processes for the attention of OULS and the Procurement Strand. 6. Coordinate with program focals, BAC Secretariats, and finance/procurement focals to validate and reconcile monitoring data; 7. Submit every 10th of the month, budget utilization and procurement reports to the Office of the Undersecretary for Learning Systems, copy furnished the Finance, Procurement, and Strategic Management Strands; and 8. Perform other functions as may be assigned by superior.		

Annex B: Summary of Funding Requirements for the Hiring of TA IIIs and other Administrative Costs for LS Bureaus in the Central Office and Regional Offices, 1 October 2025 to 31 December 2026

	No. of Technical Assistants III	Base Rate + Premium of All TA III	Administrative Costs for TAs	Total Funding Requirement
FY 2025 (period 1 October to 31 December 2025, to be sourced from FY 2024 Continuing Funds-Downloaded to ROs as PSFs)				
Central Office	9	1,425,600.00	441,000.00	P1,866,600.00
Regional Offices	16	2,534,400.00	784,000.00	P3,318,400.00
SUBTOTAL	25	P3,960,000.00	P1,225,000.00	P5,185,000.00
FY 2026 (period 1 January to 31 December 2026, to be sourced from FY 2025 BEC-CO Funds to be downloaded to ROs)				
Central Office	9	5,702,400.00	-	P5,702,400.00
Regional Offices	17	10,771,200.00	-	P10,771,200.00
SUBTOTAL	26	P16,473,600.00	0.00	P16,473,600.00
TOTAL		P20,433,600.00	P1,225,000.00	P21,658,600.00

Annex C: Allocation of Funds for Hiring of TA III for the period 1 October to 31 December 2025 and other Administrative Costs for LS Bureaus in the Central Office

Fund Source: FY 2025 Basic Education Curriculum

Bureau	No. of Technical Assistants III	Base Rate + Premium of All TA IIIs for the period 1 October to 31 December 2025	Administrative Costs for TAs	Total Funding Requirement
<u>BAE</u>	1	158,400.00	49,000.00	₱207,400.00
<u>BCD</u>	1	158,400.00	49,000.00	₱207,400.00
<u>BEA</u>	1	158,400.00	49,000.00	₱207,400.00
<u>BLD</u>	1	158,400.00	49,000.00	₱207,400.00
<u>BLR</u>	2	316,800.00	98,000.00	₱414,800.00
<u>BLR - Cebu</u>	1	158,400.00	49,000.00	₱207,400.00
<u>NEAP</u>	1	158,400.00	49,000.00	₱207,400.00
<u>LCCS/ECCD TF</u>	1	158,400.00	49,000.00	₱207,400.00
TOTAL	9	₱1,425,600.00	₱441,000.00	₱1,866,600.00

Annex D: Allocation of Funds for Hiring of TA III for the period 1 October to 31 December 2025 and other Administrative Costs for Regional Offices

Fund Source for the Period 1 October to 31 December 2025: FY 2024 Basic Education Curriculum (Continuing Appropriations) originally downloaded as PSF for various PAPs and authorized under DepEd Order No. 027, s. 2025 and No. 028, s. 2025.

Region	Total Base Rate + Premium of One (1) TA III for the period 1 October to 31 December 2025	Administrative Costs for TAs	Total Funding Requirement
<u>I</u>	158,400.00	49,000.00	P207,400.00
<u>II</u>	158,400.00	49,000.00	P207,400.00
<u>III</u>	158,400.00	49,000.00	P207,400.00
<u>IV-A</u>	158,400.00	49,000.00	P207,400.00
<u>IV-B</u>	158,400.00	49,000.00	P207,400.00
<u>V</u>	158,400.00	49,000.00	P207,400.00
<u>VI</u>	158,400.00	49,000.00	P207,400.00
<u>VII</u>	158,400.00	49,000.00	P207,400.00
<u>VIII</u>	158,400.00	49,000.00	P207,400.00
<u>IX</u>	158,400.00	49,000.00	P207,400.00
<u>X</u>	158,400.00	49,000.00	P207,400.00
<u>XI</u>	158,400.00	49,000.00	P207,400.00
<u>XII</u>	158,400.00	49,000.00	P207,400.00
<u>CARAGA</u>	158,400.00	49,000.00	P207,400.00
<u>CAR</u>	158,400.00	49,000.00	P207,400.00
<u>NCR</u>	158,400.00	49,000.00	P207,400.00
TOTAL	P2,534,400.00	P784,000.00	P3,318,400.00

Annex E: Allocation of Funds for Hiring/Renewal of TA III in each LS Bureau at the Central Office for the period 1 January to 31 December 2026

Bureau	No. of Technical Assistants III	Base Rate + Premium of All TA IIIs for the period 1 January to 31 December 2026	Total Funding Requirement
<u>BAE</u>	1	633,600.00	P633,600.00
<u>BCD</u>	1	633,600.00	P633,600.00
<u>BEA</u>	1	633,600.00	P633,600.00
<u>BLD</u>	1	633,600.00	P633,600.00
<u>BLR</u>	2	1,267,200.00	P1,267,200.00
<u>BLR - Cebu</u>	1	633,600.00	P633,600.00
<u>NEAP</u>	1	633,600.00	P633,600.00
<u>LCCS / ECCD TF</u>	1	633,600.00	P633,600.00
TOTAL	9	P5,702,400.00	P5,702,400.00

Annex F: Allocation of Funds for Hiring/Renewal of TA III at the Regional Offices for the period 1 January to 31 December 2026

Fund Source for the Period 1 January to 31 December 2026: FY 2025 Basic Education Curriculum (Continuing Appropriations) to be downloaded to Regional Offices per this Memorandum

Region	Total Base Rate + Premium of One (1) TA III for the period 1 January to 31 December 2026	Total Funding Requirement
<u>I</u>	633,600.00	P633,600.00
<u>II</u>	633,600.00	P633,600.00
<u>III</u>	633,600.00	P633,600.00
<u>IV-A</u>	633,600.00	P633,600.00
<u>IV-B</u>	633,600.00	P633,600.00
<u>V</u>	633,600.00	P633,600.00
<u>VI</u>	633,600.00	P633,600.00
<u>VII</u>	633,600.00	P633,600.00
<u>VIII</u>	633,600.00	P633,600.00
<u>IX</u>	633,600.00	P633,600.00
<u>X</u>	633,600.00	P633,600.00
<u>XI</u>	633,600.00	P633,600.00
<u>XII</u>	633,600.00	P633,600.00
<u>CARAGA</u>	633,600.00	P633,600.00
<u>CAR</u>	633,600.00	P633,600.00
<u>NCR</u>	633,600.00	P633,600.00
<u>NIR</u>	633,600.00	P633,600.00
TOTAL	P10,771,200.00	P10,771,200.00



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

DepEd Regional Office No.



DOCS ID No.
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Date Created: 10/03/2025

October 3, 2025

REGIONAL MEMORANDUM

No. **471**, s. 2025

**CONDUCT OF INTERVIEW AND VALIDATION OF THE 2025 STARS NOMINEES
(PHASE II)**

To: Regional PRAISE Committee and Sub-Committee Members
Schools Division Superintendents
SDO PRAISE Committee Members and Focal Persons
All Others Concerned

1. Relative to the implementation of the 2025 STARS Awards, particularly on its conduct of interview and validation, this office announces the following schedules below:

ONSITE:

Date	Private Schools Category	SDO BATANES
October 6, 2025	SDOs Tuguegarao City and Cagayan	School Head Category
October 7, 2025	SDOs Nueva Vizcaya and Quirino	EPS and PSDS Category
October 8, 2025	SDOs Santiago City and Isabela	
October 9, 2025	SDO City of Ilagan	Master Teacher Category

Date	School Heads Category
October 13, 2025	SDOs City of Ilagan, Cauayan, Isabela
October 16, 2025	SDOs Santiago City and Quirino
October 17, 2025	SDO Nueva Vizcaya

REGIONAL OFFICE:

Category: Chief Education Supervisor (Office of the ARD)

TIME	October 14, 2025
8:00 AM – 10:00 AM	SDOs Tuguegarao City and Cagayan
10:00 AM – 12:00 NN	SDOs Quirino and Isabela
1:00 PM – 3:00 PM	SDOs Nueva Vizcaya and Santiago City
3:00 PM – 5:00 PM	SDOs Cauayan City and City of Ilagan

Category: EPS and PSDS (PPRD's Office)

TIME	October 13, 2025	October 14, 2025
8:00 AM – 10:00 AM	SDO City of Ilagan	SDO Isabela
10:00 AM – 12:00 NN	SDO Quirino	SDO Nueva Vizcaya
1:00 PM – 3:00 PM	SDO Santiago City	SDO Cauayan City
3:00 PM – 5:00 PM	SDO Tuguegarao City	SDO Cagayan

Category: Elementary, Secondary, and ALS Teachers

TIME	October 21, 2025 (3/F NEAP Main Conference)	October 22, 2025 (CLMD Office)
8:00 AM – 12:00 NN	Elementary Teachers	ALS Teachers
1:00 PM – 5:00 PM	Secondary Teachers	

2. Expenses related to the conduct of said activities shall be charged to HRDD MOOE. Travel and incidental expenses of the sub-committee shall be charged to HRDD MOOE while nominees shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.

3. For your information, guidance and appropriate action.

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

For the Regional Director:


FLORANTE E. VERGARA
Director III/Assistant Regional Director

