



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



19 October 2026

REGIONAL MEMORANDUM

No. **445** s. 2026

**HIRING OF ENGINEERS/ARCHITECTS AS TECHNICAL ASSISTANT IV
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 Engineers/Architects as Technical Assistant IV under Contract of Service per Memorandum dated 28 September 2026 from Engr. Michael Oliver M. De Guzman, Director III, Education Facilities 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 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 29, 2026**.

4. Below are the roles and responsibilities of Engineer/Architect as Technical Assistant IV, to wit:

- a. Conduct site appraisal for schools to be included in the programming of the Basic Education Facilities (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC)N and Inclusive Learning Resource Centers (ILRCs) of the Division and Schools Division Offices to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools;
- b. Prepare/review/evaluate technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects;
- c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting,

- awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, School Furniture and Last Miles Schools being implemented by the Region/Division Offices;
- d. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns;
 - e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans and submit report on findings with recommendations;
 - f. Provide technical assistance to the recipient schools to ensure proper project implementation;
 - g. Conduct regular on-site inspection of on-going construction projects and submit reports of findings; recommendations and status of implementation to EFD;
 - h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment;
 - i. Conduct site appraisal jointly with DPWH/District Engineering Office for the proposed schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other related to the proposed project;
 - j. Regularly coordinates with DPWH-DEO on their compliance with Memorandum of Agreement between DepEd and DPWH;
 - k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
 - l. Conduct random inspection of delivered school furniture under the School Furniture Program;
 - m. Prepare, consolidate and submit Project Status Report every 25th each month for every ask assigned to EFD;
 - n. Annually submit to EFD the Updated Construction Materials Price Data (CMPD) every last day of January;
 - o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects;
 - p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
 - q. May be assigned to supervise a region and/or divisions as needed;
 - r. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Project Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer, and
 - s. Perform related tasks that may be assigned by the immediate supervisor or head of office.
5. The following are the qualifications:
- Education : Bachelor of Science in Civil Engineering and Architecture
 - Experience : Minimum of two (2) years of relevant experience
 - Training : Eight (8) hours of relevant training in project management within the construction industry

- Eligibility : Professional Civil Engineering and Architecture License (RA 1080)
- Proven track record of successfully managing projects of similar scope and complexity, evidenced by performance ratings
- Excellent interpersonal and communication skills
- Ability to work effectively with stakeholders and local officials

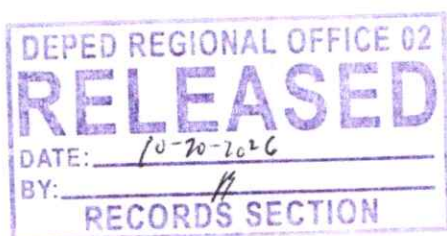
6. Below are lists of documents to be submitted for evaluation, viz:

- Letter of Intent addressed to the Head of Office;
- Comprehensive Curriculum Vitae
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2026) with Work Experience Sheet;
- Certified true copy 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
- Certificate/s of Employment
- Certificate/s of Training
- Certificate of Eligibility/Report of Rating (RA 1080)

7. Budget for COS:

Basic Monthly Salary	Premium
P 52,000.00 per month	10% premium

8. For information, guidance and dissemination.



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

MEMORANDUM		Date: 10/20/2026	Released (Records): <i>Quen</i>
To: () PSDS/DICs	() Elem/Sec School Heads		
() Private Schools	() Others:		
For: () Information	() Dissemination		
() Guidance	() Strict Compliance		
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By: ☐ ASDS ☐ CID Chief ☐ SGOD Chief ☐ AO ☐ Atty	Signature: <i>[Signature]</i>		



Republic of the Philippines
Department of Education
EDUCATION FACILITIES DIVISION

DepEd Regional Office No. 02



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Date Created: 10/14/2026

Office of the Director

MEMORANDUM

FOR : **Concerned Regional Directors**
All Others Concerned

FROM : **ENGR. MICHAEL OLIVER M. DE GUZMAN**
Director III, Education Facilities Division

SUBJECT : **IMMEDIATE HIRING OF FORTY NINE (49) DEPED
PROJECT ENGINEERS/ARCHITECTS**

DATE : September 28, 2026

1. The Education Facilities Division (EFD) will hire additional Forty Nine (49) DepEd Project Engineers/Architects (DPEs)-Technical Assistant IV under Contract of Service (COS) to augment the staffing requirements in various DepEd Regional Offices (ROs) and Schools Division Offices (SDOs) in support of the implementation of various school infrastructure projects of the Department.

2. Below is the regional breakdown of Project Engineers/Architects to be hired:

Region	No. of DepEd Project Engineers/Architects
I	12
II	3
VI	2
VII	17
IX	3
X	1
XI	4
XII	7
TOTAL	49

3. In line with this, **the concerned ROs are directed to commence the immediate hiring of DepEd Project Engineers/Architects-Technical Assistant IV (Engineer III/Architect III),** with a monthly salary of Fifty Two Thousand Pesos (P52,000.00) and a premium pay of ten percent (10%) of the monthly salary.

4. Contract duration shall be based on the date of receipt by the EFD Central Office of the submitted documents, as follows:



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Contract Duration	Date of Receipt (Deadline of Submission)
November 3, 2026 to December 31, 2026	on or before October 16, 2026
November 16, 2026 to December 31, 2026	on or before November 3, 2026

5. The concerned ROs must submit the names of the recommended applicants to the EFD, along with the following documentary requirements:
 - ✓ Signed Service Agreement with Terms of Reference (see attached sample)-two (2) copies in long bond paper.
 - ✓ Updated Personal Data Sheet (Revised 2025 CSC Form 212)-original copy
 - ✓ Comprehensive Curriculum Vitae
 - ✓ Transcript of Records - certified true copy
 - ✓ Certificate of Eligibility (Republic Act No. 1080)
 - ✓ Certificate of Employment
 - ✓ Certificate/s of Training
 - ✓ Birth Certificate (issued by the Philippine Statistics Authority)
 - ✓ Proof of registration (SSS/Philhealth/Pag-Ibig)
 - ✓ Medical certificates with laboratory tests result (see attached medical clearance form)
6. The documents must be submitted to Engr. Marjorie H. Tiburcio, Officer-in-Charge, Education Facilities Division-DepEd Central Office, 17th Floor Techzone Bldg., Malugay, Makati City.
7. **It is important to note that the start of their services shall only be upon approval of their respective Service Agreements.**
8. Should you have questions/clarifications, you may contact Ms. Edna P. Bolima, EFD Project Development Officer III, through mobile number 09219605505.
9. For immediate appropriate action.

TERMS OF REFERENCE

NAME:

POSITION TITLE: Technical Assistant IV (Engineer III or Architect III)

OFFICE: Education Facilities Division

DURATION: January 1, 2026 – December 31, 2026

DUTIES AND RESPONSIBILITIES FOR CIVIL ENGINEER/ARCHITECT:

- a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC) and Inclusive Learning Resource Centers (ILRCs) of the Divisions and Schools Division Offices to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools;
- b. Prepare/review/evaluate technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects;
- c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, School Furniture and Last Miles Schools being implemented by the Region/Division Offices;
- d. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns;
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings with recommendations;
- f. Provide technical assistance to the recipient schools to ensure proper project implementation;
- g. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conduct site appraisal jointly with DPWH District Engineering Office for the proposed schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other cost related to the proposed project;
- j. Regularly coordinates with DPWH-DEO on their compliance with Memorandum of Agreement between DepEd and DPWH;
- k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Conduct random inspection of delivered school furniture under the School Furniture Program;
- m. Prepare, consolidate and submit Project Status Report every 25th of each month for every task assigned to EFD;
- n. Annually submit to EFD the Updated Construction Materials Price Data (CMPD) every last day of January;
- o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects;
- p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- q. May be assigned to supervise a region and/or divisions as needed;
- r. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Project Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer; and
- s. Perform related tasks that may be assigned by the immediate supervisor or head of office.

Recommended by:

Approved:

ENGR. MARJORIE H. TIBURCIO

Officer-In-Charge
Education Facilities Division

ENGR. MICHAEL OLIVER M. DE GUZMAN

Director III
Education Facilities Division