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

DEPARTMENT OF EDUCATION
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By: Leslie
DIVISION OF NUEVA VIZCAYA

06 November 2026

REGIONAL MEMORANDUM
No. 482 s. 2026

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
Education Program Supervisor **SG 22** **P 81, 796.00**	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (MAPEH)	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	Department of Education Regional Office II –Curriculum and Learning Management Division, CLMD)

Required competencies:
- ***Core Behavioral Competencies***
  - Self Management
  - Professionalism and Ethics
  - Result Focus
  - Team Work
  - Service Orientation
  - Innovation
- **Core Skills**
  - Oral Communication
  - Written Communication
  - Computer/ICT Skills

MEMORANDUM	Date: 11-12-26	Released (Records): Leslie
To:	(✓) SDS/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

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 **November 27, 2026 (Friday)**. Interested applicants are also required to register via the link **https://bit.ly/ApplicantsRegistrationForm** .

4. The Education Program Supervisor shall provide technical support in managing the full implementation of the articulated basic education, curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects. The Education Program Supervisor will also provide technical assistance to the Schools Division in curriculum implementation, instructional supervision and learning materials development and quality assurance.

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 2026) with Work Experience Sheet,
d. Photocopy of valid and updated PRC License/ID, if applicable;
e. Photocopy of Certificate of Eligibility/Rating, if applicable;
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.a **Outstanding Employee Award**

This shall apply to applicants with previous work experience.

Means of Verification (MOVs)

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

Level	Points
Applicants from External institution	
Organizational Search or Higher	4 points
Local Office Search	2 points
Applicants from Central Office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from Regional Office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from Schools Division Office	
Regional Level Search or Higher	4 points
Division/Provincial/City level search	2 points
Applicants from schools	
Division level search or Higher	4 points
School/ Municipal/District Level Search	2 points

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.

Rubrics:

MOVs submitted	Points
A,B,C, & D	4 points
A, B, C, & E	4 points
Only A, B, & C	3 points
Only A & B	2 points
Only A	1 point

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

Rubrics:

MOVs submitted	Points
All MOVs	3 points
Only A & B	2 points

c. Resource Speakership/Learning Facilitation

Means of Verification **(All listed MOVs shall be submitted)**

A. Issuance/Memorandum/Invitation/Training Matrix;
B. Certificate of Recognition/Merit/Commendation/Appreciation;
C. Slide decks/ used and/or Session guide/s.

Rubrics:

Level	Points
Applicants from External institution	
Organizational level speakership or Higher	2 points
Local Office Level Speakership	1 point
Applicants from Central Office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
Applicants from Regional Office	
National Level Speakership or Higher	2 points
Regional Level Speakership	1 point
Applicants from Schools Division Office	
Regional Level Speakership or Higher	2 points
Division/Provincial/City Level Speakership	1 point
Applicants from schools	

Division Level Speakership or Higher	2 points
School/ Municipal/District Level Search	1 point

d. 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.

Rubrics:

Level	Points (NEAP Learning Facilitator)
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

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.

Rubrics:

MOVs submitted	Points	
	Relevant	Not Relevant
All MOVs	15 points	9 points
Only A, B, & C	12 points	6 points
Only A & B	9 points	3 points

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.

Rubrics:

MOVs submitted	Points	
	Relevant	Not Relevant
All MOVs	10 points	5 points
Only A, B, & C	7 points	3 points
Only A & B	5 points	1 point

6. To ensure accuracy and completeness of application documents, this Office shall conduct an **online orientation** to all interested applicants on **November 23, 2026, 2:00 in the afternoon** through this link meet.google.com/jqh-rkbd-fyo.

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 on November 27, 2026.**

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.

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 11-11-2026
BY:
RECORDS SECTION

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Director IV/ Regional Director

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