



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 8, 2023

REGIONAL MEMORANDUM

No. **829** s. 2023

**REGIONAL SEARCH COMMITTEE SCREENING
FOR THIRD LEVEL POSITION APPLICANTS**

To: Schools Division Superintendents
All Others Concerned

1. In preparation for vacancies of Third Level positions in this region, the Special Regional Search Committee shall conduct a regionwide screening to create a pool of prospective third level officials/designates specifically for the ASDS position.
2. In this connection, all interested Career Executive Service Eligible (CESE), Educational Management Test (EMT) passers, and Career Executive Service Written Examination (CESWE) passers are invited to submit the following documents to be included in the Search not later than **August 22, 2023**.
 - a. Duly accomplished Updated Personal Data Sheet (CSC Form 212), revised 2017;
 - b. Detailed Curriculum Vitae, including a list and description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
 - c. Updated Service Records;
 - d. Certificate of Eligibility (CESE/EMT/CESWE);
 - e. Performance ratings for the last two (2) rating periods (2021 and 2022);
 - f. Duly accomplished Applicant Profile using the attached template format; and
 - g. Any other relevant documents.
3. A separate Memorandum shall be issued on the schedule of screening.
4. Immediate dissemination of and compliance with this Memorandum are desired.

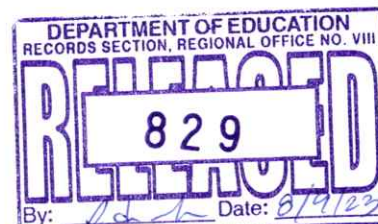

EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosure: Applicant's Profile Template

Reference: DM 366, s. 2010

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE
SCREENING
THIRD LEVEL



AD-PS-EDR



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Applicant Profile Template

NAME:

| |
|--------------------------------------|
| Current Position/Designation: |
| Position Applied For: |
| Email address: |
| Cell phone Number: |
| Age: |

EDUCATIONAL ATTAINMENT

| Course | School | Year Graduated (YYYY) | Honors Received |
|--------------------------|--------|--------------------------|-----------------|
| College Degree: | | | |
| | | | |
| Graduate Studies: | | | |
| | | | |

ELIGIBILITY

| ELIGIBILITY | Date of Exam/ Conferment (MM/DD/YYYY) | Rating |
|-------------|---|--------|
| | | |
| | | |
| | | |

MANAGERIAL EXPERIENCE

| Position | Inclusive Date (mm/dd/yy) | Years (No. years, mos) | Office/ Agency |
|----------|------------------------------|------------------------|----------------|
| | | | |
| | | | |
| | | | |

RELEVANT TRAINING/WORKSHOPS/SEMINARS

| Activity | Type of Activity (Managerial/ Supervisory/ Technical) | Inclusive Dates (MM/DD/YY to MM/DD/YY) |
|----------|--|--|
| | | |
| | | |
| | | |

PERFORMANCE RATING

| Rating Period (YYYY) | Rating/ Score |
|----------------------|---------------|
| | |
| | |
| | |

COMMITTEE INVOLVEMENT

| Name/ Title of Committee | Role | Inclusive Dates (MM/DD/YY to MM/DD/YY) |
|--------------------------|------|---|
| | | |
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