



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

May 2, 2025

**REGIONAL MEMORANDUM**  
 No. **495** s. 2025

**ANNOUNCEMENT OF ANTICIPATED VACANCY/VACANT  
 POSITION AND INVITATION TO APPLY**

To: Schools Division Superintendents  
 Regional Office Personnel  
 All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

No. of Vacancy	Position Title	Salary Grade	Office Assignment
One (1)	Planning Officer III (Anticipated Vacancy)	18	Policy, Planning, and Research Division
One (1)	Education Program Specialist II	16	Human Resource Development Division

2. Interested and qualified applicants regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE), etc. are encouraged to apply and submit the following documentary requirements **with proper tabbing** not later than **May 13, 2025, 5:00PM:**

- a. Letter of intent addressed to the Regional Director;
- b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph), if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. 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;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. 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;
- j. 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



**Address:** Government Center, Candahug, Palo, Leyte  
**Telephone No.:** (053) 832-5738  
**Email Address:** [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**Website:** [region8.deped.gov.ph](http://region8.deped.gov.ph)



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(Data Privacy Act of 2012), using the attached form (Annex C of DepEd Order 007, s. 2023; and,

- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
- Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(h) is not relevant to the position to be filled, if applicable.

2. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

3. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.

4. All official applicants in the pool shall be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

5. Application documents may be submitted through the Records Section or email at: **records.region8@deped.gov.ph** cc **personnel.region8@deped.gov.ph** or via courier addressed to:

**The Regional Director**

Department of Education, Regional Office VIII  
Government Center, Candahug, Palo, Leyte 6501

4. Attached are the Qualification Standards, Job Summary/Key Result Areas/Duties and Responsibilities, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.

5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline set would mean a waiver of the right to be included in the evaluation/comparative assessment.

6. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosure: As stated

References: DO 21, s. 2024; DO 007, s. 2023; DO 19, s. 2022; 2017 ORAOHRA; RA 7041  
To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENT      INVITATION TO APPLY      VACANT POSITION

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
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Enclosure to Regional Memorandum No. 405, s. 2025

**QUALIFICATION STANDARDS**

<b>Planning Officer III</b>	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service Professional/Second Level Eligibility

<b>Education Program Specialist II</b>	
Education	Bachelor's degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation or other relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (PBET/LET); Career Service (Professional) Appropriate Eligibility for Second Level Position

**JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES**

<b>Planning Officer III</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
<p>Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users. To monitor and evaluate implementation of policies and guidelines related to planning and education data management systems at the Schools Division.</p>	<p>Planning Frame, Systems and Plans</p>	<p>A. Budget Proposal preparation</p> <ul style="list-style-type: none"> <li>Analyze Gaps/Needs for crucial resources by consolidating identified needs in their education plans.</li> <li>Assist the Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal.</li> <li>Analyze basic education data and provide valid, accurate, timely and relevant data and information for planning.</li> <li>Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region.</li> <li>Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management.</li> <li>Facilitate endorsement of the Budget Proposal by the Regional Development Council (RDC).</li> </ul> <p>B. Budget Execution</p> <ul style="list-style-type: none"> <li>Summarize PAPs with the Allocation from the NEP/GAA.</li> <li>Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans.</li> <li>Guide the School Divisions and RO-Functional Divisions Staff in preparing their annual operational plans.</li> <li>Validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness.</li> </ul>
	<p>Policies And Standards</p>	<ul style="list-style-type: none"> <li>Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context.</li> <li>Draft policies and guidelines on Implementation of specified standards.</li> </ul>
	<p>Education Data Management System</p>	<ul style="list-style-type: none"> <li>Update and maintain the systems utilized in Data Center of the Region and conduct periodic quality checks.</li> <li>Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and</li> </ul>

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		updating of the technological hardware and software.
Research		<ul style="list-style-type: none"> <li>Review research objectives and recommend appropriate data processing tools for particular research studies.</li> <li>Provide technical advice to research study teams on descriptive statistical analysis as may be necessary and applicable to the purpose of the study.</li> </ul>
	Technical Assistance	<ul style="list-style-type: none"> <li>Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools divisions as basis for the region's provision of technical assistance.</li> <li>Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR- related concerns of the schools division in the region.</li> <li>Draft policy recommendations based on data gathered in the course reviewing DEDP and conducting situation assessment and need-analysis, as well as in providing technical assistance.</li> </ul>

<b>Education Program Specialist II</b>		
<b>Job Summary</b>	<b>Key Result Area</b>	<b>Duties and Responsibilities</b>
This position is responsible for assisting the Human Resources Development Division (HRDD) Chief and Senior Education Program Specialist in the development, implementation and monitoring and evaluation of Professional Development programs in the	Program Development and Delivery	<ul style="list-style-type: none"> <li>Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context.</li> <li>Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors.</li> </ul>
	Program Evaluation	<ul style="list-style-type: none"> <li>Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region.</li> <li>Conduct evaluation of PD interventions within the region.</li> </ul>

<p>region based on their context. The position also assists in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.</p>	<p>Liaison</p>	<ul style="list-style-type: none"> <li>• Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs).</li> <li>• Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO.</li> <li>• Perform other functions as assigned.</li> </ul>
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**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION**

Criteria	Breakdown of Points		Means of Verification
	Non-Teaching Level 2 PO III	Related-Teaching EPS II	
<b>A. Education</b> <i>Education Units and/or degree relevant to the position to be filled, <b>exceeding</b> the minimum qualification requirements in the CSC-approved QS</i>	5	10	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
<b>B. Training</b> <i>Training hours relevant to the position to be filled, <b>exceeding</b> the minimum qualification requirements as defined in the CSC-approved QS, acquired after the <b>last promotion</b> but within the <b>last five (5) years</b></i>	10	10	Certificate/s of Training
<b>C. Experience</b> <i>Experience relevant to the position to be filled, <b>exceeding</b> the minimum qualification requirements as defined in the CSC-approved QS</i>	15	10	Certificate of Employment, Contract of Service, or duly signed Service Record
<b>D. Performance</b> <i>Performance Rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission</i>	20	20	<b>Positions with no experience requirement</b> - applicants shall submit the board examination or Career Service Eligibility ratings. - For honor graduates covered by PD 907, corresponding points for honors earned shall be given.
<b>E. Outstanding Accomplishments</b> <i>Acquired after the last promotion</i>	10	5	<b>Awards and Recognition:</b>  <b>Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year experience.</b>

		<p>a. Academic or inter-school award; or</p> <p>b. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination; or</p> <p>c. Certificate or any document showing Ten Outstanding Students of the Philippines (TOSP) Award.</p> <p><b>Outstanding Employee Award:</b></p> <p>a. Any issuance, memorandum or document showing the Criteria for the Search; and</p> <p>b. Certificate of Recognition/Merit</p> <p><b>Research and Innovation:</b></p> <p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p><b>Subject Matter</b>  <b>Expert/Membership in National TWGs or Committees</b></p> <p>a. Issuance of Memorandum showing the membership in NTWG or Committee</p>
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			<p>b. Certificate of Participation or Attendance; and</p> <p>c. Output/Adoption by the organization/ DepEd</p> <p><b>Resource Speakership/ Learning Facilitation</b></p> <p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/merit/Commendation/Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s</p> <p><b>NEAP Accredited Learning Facilitator</b></p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office</p>
<p><b>F. Application of Education</b> <i>Acquired after the last promotion</i></p>	10	15	<p><b>For positions with no experience requirement</b></p> <p>- applicants shall submit the General Weighted Average (GWA) in the highest academic/grade level earned as Evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from CHED or other certifications.</p>
<p><b>G. Application of Learning &amp; Development</b> <i>Acquired after the last promotion</i></p>	10	10	<p>a. Certificate of Training or Certification on any applicable L&amp;D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&amp;D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;</p>

			<p>b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&amp;D intervention done/attended, duly approved by the Head of Office;</p> <p>c. Accomplishment Report together with a General Certification that the L&amp;D intervention was used/adopted by the Office at the local level;</p> <p>d. Accomplishment Report together with a General Certification that the L&amp;D intervention was used/adopted by a different office at the local/higher level.</p>
<p><b>H. Potential</b>  <b>(Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test)</b>  <i>Measure using other evaluative assessments</i></p>	<b>20</b>	<b>20</b>	HRMPSB Ratings
<b>TOTAL</b>	<b>100</b>	<b>100</b>	

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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant. Check if submitted)</i>	Verification <i>(To be filled out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.