



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 09 2023

MEMORANDUM

**CALL FOR APPLICATIONS FOR ASSISTANT REGIONAL DIRECTOR (ARD)
POSITION**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All Others Concerned

1. Attached is DepEd NCR Memorandum No. 463 s. 2023 dated June 5, 2023, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this memorandum is desired.

EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

RECRUITMENT VACANT

MMP/NAV/DM – CALL FOR APPLICATIONS FOR ASSISTANT REGIONAL DIRECTOR (ARD) POSITION
189 / JUNE 7, 2023

UN-2023-189

189 / 2882



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



150



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MEMORANDUM

NCR No. 463 s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : CALL FOR APPLICATIONS FOR ASSISTANT REGIONAL
DIRECTOR (ARD) POSITION

DATE : June 5, 2023

1. Enclosed is a copy of Memorandum of Atty. Revsee A. Escobedo, Undersecretary for Operations dated May 23, 2023, relative to the announcement of vacancy for Assistant Regional Director (ARD) position, for information and guidance of all concerned.
2. In this connection, it is requested that interested qualified applicants should submit letter of intent to this Office, not later than June 8, 2023, for recommendation.
3. For immediate dissemination.



Address: Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

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Republic of the Philippines
Department of Education
OPERATIONS

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : *Revsee A. Escobedo*
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

Gloria Jumamil-Mercado
GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : **Call for Applications for Assistant Regional Director (ARD) Position**

DATE : May 23, 2023

Pursuant to DepEd Memorandum No. 090, s. 2022, titled "*Reconstituting the National Search Committee for Third Level Positions*", this Office announces the acceptance of applicants for the **Assistant Regional Director (ARD)** position. Interested applicants are to be screened and **shall be recommended by the concerned Regional Directors**, taking their competence, integrity, and diligence into consideration. The minimum and preferred qualifications for the position are listed below:

CSC-PRESCRIBED QUALIFICATION STANDARDS

Education : Bachelor's Degree
Experience : Three (3) years supervisory experience
Training : None required
Eligibility : Career Executive Service Eligible/Office (CESE/CESO)
Career Service Executive Eligible (CSEE)

PREFERRED QUALIFICATION STANDARDS

Education : Master's Degree
Experience : Five (5) years as full-fledged Schools Division Superintendent
Training : Forty (40) hours relevant supervisory/managerial training
Eligibility : Career Executive Service Officer V (CESO V)

PD_AJG/04172023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: oure@deped.gov.ph; Website: www.deped.gov.ph
Tel. Nos. (02) 8622-5212, (02) 8621-8400

Licensure Examination for Teachers (LET) Passer

Performance: At least "Very Satisfactory" for the last three rating periods Career Executive Service Performance Evaluation System (CESPES)

Kindly submit your recommendations through email at 3rdlevel@deped.gov.ph on or before **09 June 2023 (Friday), 5:00 PM**, with the following supporting documents:

- a. Duly accomplished and updated Personal Data Sheet (CSC Form 212);
- 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. Service Records;
- d. Certificate of Eligibility; and
- e. Performance Rating for the last two (2) rating periods (2021 and 2022)
 - CESPES ratings from Career Executive Service Board;
 - Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF).

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its Merit Selection Plan.

For questions and concerns, please contact Mr. Allan Gutierrez/Ms. Rhea Amor Cayapan at telephone 86336682/86339345 or email at 3rdlevel@deped.gov.ph.

For your guidance and appropriate action.

