



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 16 2025

MEMORANDUM

**ACCEPTANCE OF 2ND BATCH OF APPLICANTS FOR THE VACANT
THIRD-LEVEL POSITIONS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to the Unnumbered Memorandum dated April 30, 2025, titled **Acceptance of 2nd Batch of Applicants for the Vacant Third-Level Positions**, this Division hereby informs the field that the *National Screening Committee – Search Committee (NSC-SC)* is now accepting applications for the vacant positions of Assistant Schools Division Superintendent and Schools Division Superintendent. The contents of the said memorandum are self-explanatory and are provided for the information and guidance of all interested and qualified applicants.

2. The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	Experience	Training	Eligibility
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CES eligible and/or EMT passer

3. Interested applicants shall submit the attached required list documents in PDF form (soft copies) through: **<https://tinyurl.com/3rdLevelApp> on or before May 30, 2025.**
4. Relevant information and additional details are available in the attached memorandum.
5. Immediate and wide dissemination of this Memorandum are desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

CAREER

EVALUATION

PROMOTION

IMR/Memo_Vacancies Third Level Positions
207 May 16, 2025

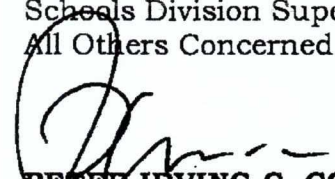
UN-2025-207



Republic of the Philippines
Department of Education

MEMORANDUM

To : Regional Directors
Schools Division Superintendents
All Others Concerned

From : 
PETER IRVING C. CORVERA
Undersecretary
Office of the Secretary


WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

Subject: **ACCEPTANCE OF 2ND BATCH OF APPLICANTS FOR THE VACANT THIRD-LEVEL POSITIONS**

Date : 30 April 2025

In reference to the Memorandum dated 25 February 2025, titled **Vacancy Announcement for Third Level Positions**, specifically for Schools Division Superintendent (SDS), and Assistant Schools Division Superintendent (ASDS) positions, this is to announce that the National Screening Committee-Search Committee (NSC-SC) is accepting applications for vacancies for SDS and ASDS positions (2nd Batch). The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	Experience	Training	Eligibility
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CES eligible and/or EMT passer

Interested applicants shall submit the following application documents (soft copies/PDF) through <https://tinyurl.com/3rdLevelApp> on or before **30 May 2025**:

1. Letter of intent addressed to Secretary Sonny Angara, indicating the position/s applying for;
2. Accomplished CSC Form 212 (Personal Data Sheet), including Work Experience Sheet [notarized];
3. Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, and assignments and trainings attended in the past five (5) years;
4. Abstract of Innovations, Project documentation, or any proof of implementation highlighting specific contribution, including narrative of its impact
5. Service Records;
6. Transcript of records;
7. Performance evaluation records for FY 2024 (CESPES, OPCR, and/or IPCR);
8. Self-certification disclosing all administrative/civil/criminal charges, if there are any, together with the executive summary of pending cases, copies of complaints, counter-affidavits, and other supporting documents;
9. ID picture;
10. One-page profile of candidates; and
11. Any other relevant documents.

The application templates and forms can be downloaded through <https://tinyurl.com/3rdLevelForms>.

Qualified applicants shall undergo assessment, evaluation, and interview by the NSC-SC. The result shall be the basis for recommending the candidates for appointment to said positions. However, the NSC-SC will also consider other factors such as education, training, performance, experience, legal impediments, etc.

The schedule of interviews for the 2nd batch of qualified applicants will be announced through a separate issuance.

For inquiries and concerns, please contact the BHRD-Personnel Division through email address: 3rdlevel@deped.gov.ph or telephone number: (02) 8633-9345.

Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
Office of the Secretary
osec@deped.gov.ph



Re: Fw: ACCEPTANCE OF 2ND BATCH OF APPLICANTS FOR THE VACANT THIRD-LEVEL POSITIONS

From DepEd Navotas City <navotas.city@deped.gov.ph>

Date Fri 5/9/2025 11:04 AM

To DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>

Cc SDO VALENZUELA <sdovalenzuela@deped.gov.ph>; SCHOOLS DIVISION OFFICE QUEZON CITY <sdo.quezoncity@deped.gov.ph>; DEPED MANILA <sdo.manila@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; OSDS PASIG CITY <osds.sdopasigcity@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED PASAY CITY <deped.pasay@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; SCHOOLS DIVISION OFFICE SAN JUAN CITY <sdosanjuancity@deped.gov.ph>; SDO MUNTINLUPA <sdo.muntinlupa@deped.gov.ph>; DEPED PARANAQUE <deped.paranaque@deped.gov.ph>; SDO TAPAT <sdo.tapat@deped.gov.ph>

Acknowledged.

On Fri, May 9, 2025 at 10:23 AM DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph> wrote:

Dear Sir/Ma'am,

Good Day!

Please see attached file, for information and dissemination.
Kindly acknowledge receipt of this email.

Thank you and best regards

From: Third-Level Management (TLM) Unit <3rdlevel@deped.gov.ph>

Sent: Thursday, May 8, 2025 5:14 PM

To: Tolentino Aquino <tolentino.aquino@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>; Alberto Escobarte <alberto.escobarte@deped.gov.ph>; Nicolas Capulong <nicolas.capulong@deped.gov.ph>; Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>; Cristito Eco <cristito.eco@deped.gov.ph>; Ramir Uytico <ramir.uytico@deped.gov.ph>; Salustiano Jimenez <salustiano.jimenez@deped.gov.ph>; Evelyn Fetalvero <evelyn.fetalvero@deped.gov.ph>; Ruth Fuentes <ruth.fuentes@deped.gov.ph>; Arturo Bayocot <arturo.bayocot001@deped.gov.ph>; Allan Farnazo <allan.farnazo@deped.gov.ph>; Carlito Rocafort <carlito.rocafort@deped.gov.ph>; Asuncion Maria Ines <mariaines.asuncion@deped.gov.ph>; Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>; Estela Carino <estela.carino@deped.gov.ph>

Cc: DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION

<ncr@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; Maricel Codimdim <maricel.codimdim@deped.gov.ph>; Elsa Mariano <elsa.mariano@deped.gov.ph>; Georgina Nerida <georgina.nerida@deped.gov.ph>; Rhodora Joy Perlas <rhodora.perlas@deped.gov.ph>; Erlinda De Leon <erlinda.deleon001@deped.gov.ph>; Maria Susana Oliveros <maria.oliveros004@deped.gov.ph>; Mary Ann Banas <mary.banas@deped.gov.ph>; Ameelyn Coca <ameelyn.coca@deped.gov.ph>; Eva Rosales <eva.rosales002@deped.gov.ph>; Pilar Layon <pilar.layon@deped.gov.ph>; Anna Mae Atillo <annamae.atillo@deped.gov.ph>; Janice Gamalong <janice.gamalong@deped.gov.ph>; Emerin Astillero <emerin.astillero@deped.gov.ph>; Sheryl Puyo <sheryl.puyo@deped.gov.ph>; Thea Ruth Frances Gonzales <thea.gonzales@deped.gov.ph>; Office of the Secretary <osec@deped.gov.ph>; Office of the USec for Human Resource & Organizational Dev (OUHROD) <usec.hrod@deped.gov.ph>

Subject: ACCEPTANCE OF 2ND BATCH OF APPLICANTS FOR THE VACANT THIRD-LEVEL POSITIONS

Dear **Regional Directors**,

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Immediate and wide dissemination of this Memorandum is desired.

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Please help us in improving our service by answering our survey form: <https://bit.ly/PersonnelDivFB>



Third Level Management Unit

Personnel Division

Bureau of Human Resource and Organizational Development

Department of Education - Central Office

DepEd Complex, Meralco Avenue, Pasig City

8633-9345

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Department of Education

Schools Division Office of Navotas City

Bagumbayan Elementary School Compound,

M. Naval Street, Sipac-Almacen, Navotas City, MM 1409