



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 09 2025

MEMORANDUM

No. 261, s. 2025

HIRING OF CONTRACTUAL EMPLOYEE

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
Administrative Officer V
All Others Concerned

1. Attached is a **REGIONAL MEMORANDUM No. 473 s. 2025** from Dr. Jocelyn DR. Andaya, Regional Director, National Capital Region, concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, dated May 23, 2025, 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.


VIOLETA M. GONZALES

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

Enclosure: As stated

Reference: None

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

CONTRACTS SERVICE HIRING
MB/NAV/DM – HIRING OF CONTRACTUAL EMPLOYEE

261 / June 4, 2025

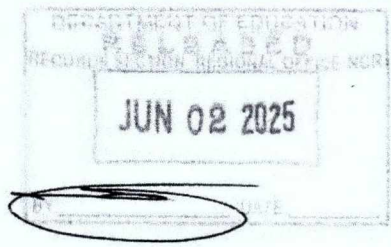
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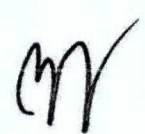
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

№ No. 473 s. 2025

TO : Schools Division Superintendents
DepEd-NCR-RO Officials & Employees
All Others Concerned

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge, Office of
the Assistant Secretary for Operations

SUBJECT : **HIRING OF CONTRACTUAL EMPLOYEE**

DATE : May 23, 2025

1. Please be informed that this Office is in need of one (1) employee under Contract of Service:

POSITION	HIRING RATE PER MONTH	OFFICE ASSIGNMENT
Technical Assistant II (For the Sites Titling Office Program and Activities)	Php38,000+10% Premium	Office of the Regional Director-Legal Unit

2. In this connection, interested and qualified applicants should submit the following documents thru the Personnel Section of this Office in hard copies or thru email at personnel.ncr@deped.gov.ph, not later than June 10, 2025:

- Letter of Intent addressed to the Head of Office
- CSC Form 212 and work experience sheet (can be downloaded at www.csc.gov.ph)
- Official transcript of records

3. Enclosed is a copy the qualification standard for the said position.



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



QUALIFICATION STANDARD:

Technical Assistant II-LRPO

Education:

Bachelor's degree in Business Administration/ Management, Public Administration, Information Technology or any related course, and preferably with law background (at least 9 units)

Experience:

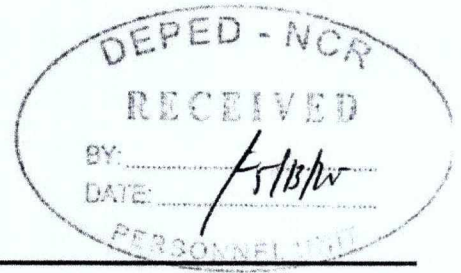
At least one (1) year relevant experience in data management, land titling, property management, and/or work in government agencies

Required Skills/Competencies:

- Strong organizational and data management skills
- Familiarity with land titling processes & legal documentation
- Effective communication & coordination skills with Government offices and other stakeholders
- Possess flexibility and adaptability
- Willing to conduct ocular inspection and validation
- Proficiency in MS Office and database management software
- Outstanding technical writing skills and
- Ability to handle sensitive information with confidentiality and discretion



Republic of the Philippines
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May 13, 2025

JOCELYN DR. ANDAYA

Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

THROUGH: **ELSA P. MARIANO**
Administrative Officer V
Head, Personnel Section

**RE: REQUEST FOR HIRING OF TECHNICAL ASSISTANT II (TA II)
(COS) FOR THE SITES TITLING OFFICE (STO)**

MA'AM:

GREETINGS!

In view of the authority to hire and directive from the Sites Titling Office (STO), we most respectfully request the hiring of a Technical Assistant II (TA II). Kindly see attached Proposal for the qualifications, terms of reference, scope of work and other relevant information.

In line with this, the Central Office, particularly the Sites Titling Office (STO) downloaded Four Hundred Eighty-Eight Thousand Pesos (Php 488,000.00) with Sub-Aro No. OSEC-NCR-25-0698 which will serve as Program Support Funds, which include the salaries and premium pay of the TA II.

Thank you.

Very truly yours,

ATTY. ANNALIZA G. ESPERANZA

Attorney IV
Head, ORD Legal Unit



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Project Title : HIRING OF TECHNICAL ASSISTANT II (COS) FOR THE SITES TITLING OFFICE (STO)

Project Proponent : CO – Sites Titling Office

Proposed Date : CY 2025

Project Duration : FOR THE YEAR 2025

Project Amount : FOUR HUNDRED EIGHTY-EIGHT THOUSAND PESOS
(PHP 488,000.00)

Monthly Salary: Php 38,000.00 plus premium of 3,800.00

Place of Assignment: Legal Unit, Office of the Regional Director

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Business Administration/Management, Public Administration, Information Technology (IT) or any related course, and preferably with law background, at least nine (9) units, but not required.

EXPERIENCE: at least one (1) year of relevant experience in data management, land titling, property management, and/or work in government agencies.

SKILLS AND COMPETENCIES:

1. Strong organizational and data management skills;
2. Familiarity with land titling processes and legal documentation;
3. Effective communication and coordination skills with government offices and other stakeholders;
4. Possess flexibility and adaptability;
5. Willing to conduct ocular inspection and validation;
6. Proficiency in Microsoft office suite and database management software;
7. Outstanding technical writing skills; and,
8. Ability to handle sensitive information with confidentiality and discretion.

TERMS OF REFERENCE:

I. SCOPE OF WORK



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



Certificate No. PHP QMS
24 93 0193



Republic of the Philippines
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- Geotag DepEd school sites location in the region using geographic information of Google maps;
- Conduct field visit to verify ownership status of DepEd school sites;
- Establish a regional database inventory for public-school site ownership;
- Assist the SDOs in securing ownership of school sites titling;
- Assist the Legal Office in the preparation of a Complete Staff Work Report on school site issues and cases for submission to STO;
- Identify school sites with adverse claims and those already filed court, as well as data of school site cases with the DepEd deputized lawyer;
- Coordinate with the division lawyer/focal person in SDO for school site issues and concerns within their respective division;
- Consolidate and prepare periodic reports regarding status of school sites; and,
- Update other school sites data inventory, namely:
 - Agricultural Land
 - Ancestral Domain
 - Timberland
 - Forestland
 - With informal settlers
 - Handled by the Office of the Solicitor General
 - Within Critical Areas
 - With Idle land
 - With Military reservation / Air Station of the Philippine Air Force
 - Within protected areas
 - With adverse claim

II. OBJECTIVES:

- To have an efficient gathering of school sites data;
- To have a timely submission of needed data on school site concerns;
- To assist in establishing a collective effort with stakeholders such as the Local Government Units (LGUs), National Agencies (NAs), and private entities in securing/acquiring ownership of DepEd school sites; and,
- To establish a centralized and verified school sites database system specifically for land ownership and titles.



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III. FUND SOURCE

The funding will be downloaded by the Central Office – Sites Titling Office amounting to Php 488,000.00



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