



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

ALL-JULY-2025-0177 HR

Office of the Schools Division
Superintendent

67-064
JUL 08 2025

MEMORANDUM

No. 324, s. 2025

OPENING / RE-OPENING OF APPLICATION FOR VACANT 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
Administrative Officer V
All Others Concerned

1. Attached is **Regional Memorandum No. 586 s. 2025**, with the subject, **Opening / Re-Opening of Application for Vacant Positions**, the 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

References: As stated
Encl. None.

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

RECRUITMENT

POSITIONS

HIRING

AGP- OPENING / RE-OPENING OF APPLICATION FOR VACANT POSITIONS
324 / July 7, 2025

NUM-2025-324

324

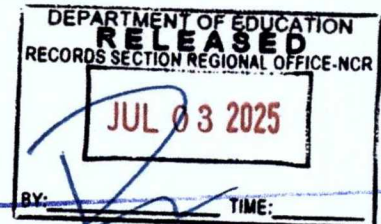


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
No. 586 s. 2025

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

FROM : The Office of the Regional Director and concurrent
Officer-In-Charge, Office of the Assistant
Secretary for Operations

SUBJECT : **OPENING/ RE-OPENING OF APPLICATION FOR VACANT POSITIONS**

DATE : June 20, 2025

RECEIVED
7-4-25
BY: EVELYN N. DINGAL
10:40 am

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby open/reopen until July 11, 2025 @ 5:00 p.m.:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	OSEC-DECSB-CES-30003-1998	24	1	Education Support Services Div. (ESSD)
Education Program Supervisor	OSEC-DECSB-EPSVR-30162-30170;30160,30163-2010	22	4	ESSD, QAD, HRDD, CLMD (TLE)
Supervising Administrative Officer	OSEC-DECSB-SADOF-30032-2015	22	1	Administrative Division
Administrative Officer V	OSEC-DECSB-ADOF5-30015; 30016; 30011-2004	18	3	AD-AMS, Finance Div.,PAU
Education Program Specialist II	OSEC-DECSB-EPS2-30002-2020	16	1	HRDD-NEAP-R



Address: 6 Misamis St., Bago Bantay, Quezon City
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Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F006	Rev	00
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POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Accountant II	OSEC-DECSB-A2 30001-1998;30030-2015	16	2	Finance Division
Project Development Officer II	OSEC-DECSb-PDO2-30001-2024	15	1	ORD-Learners Right & Protection Office
Legal Assistant II	OSEC-DECSB-LEA2-30027-2015	12	1	ORD- Legal Unit
Accountant I	OSEC-DECSB-A1-30029-2015	12	1	Finance Division
Administrative Officer II	OSEC-DECSB-ADOF2-30017-2019	11	1	AD-Personnel Section
Administrative Assistant III	OSEC-DECSB-ADAS3-30102-2004	9	1	Finance Division
Administrative Aide VI	OSEC-DECSB-ADA6-30103;30110,30111-2004	6	3	AD-Personnel Section, FTAD, Finance Division
Administrative Aide III	OSEC-DECSB-ADA3-30228-2004	3	1	AD-GSU

2. In this connection, interested and qualified applicants should submit the complete required mandatory documentary requirements (see Annex C (DO 7, s. 2023) -List of Documentary Requirements) thru this link <https://tinyurl.com/DEPEDNCR-RECRUITMENT-06025> (PDF format) or hard copies at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.

3. This Office welcomes all qualified applicants whether internal or external to Deped, regardless of age, sexual orientation/gender identity expressions, civil status, religion, disability, ethnicity and any political affiliation and upholds the value of equality and diversity in all aspects of recruitment and adopts the Equal Employment Opportunity Principal (EEOP).



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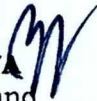
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Department of Education
NATIONAL CAPITAL REGION

4. For queries, please contact Ms. Elsa Mariano, Administrative Officer V-
Personnel Section at personnel.ncr@deped.gov.ph.
5. For immediate dissemination .

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

Inclosures:

-QS & Function of the Positions



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INCLOSURE to Regional Memorandum No. s. 2025 _____, dated June 20, 2025

QUALIFICATION STANDARDS:

Chief Education Supervisor: Education Support Services Division (ESSD)

Item No. : OSEC-DECSB-CES-30003-1998;SG/24

EDUCATION : Master's degree in Education or other relevant Master's Degree

EXPERIENCE : 4 yrs relevant experience involving Management & Supervision

TRAINING : 24 hours training in Mgt. & Supervision

ELIGIBILITY: RA 1080 (Teacher)

Additional Qualifications:

Experience in project management & managing team with diverse technical background

Proficient both in oral & written communication

Competency Requirements:

Leadership: Level 4-Distinguished

Technical : Level 4-Distinguished

Core Behavioral Level 4-Distinguished

Cross-Cutting Level 4-Distinguished

Job Summary:

To provide strategic and technical inputs towards helping the Schools Divisions provide schools with conducive learning environment and ensure learner's readiness through the timely mobilization and equitable distribution of sufficient resources, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient implementation of sustainable special programs/projects and services.

☐ To lead and manage the work of the ESSD team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish a conducive learning environment and ensure learner readiness to learn.

**Education Program Supervisor : Curriculum & Learning Mgt. Division
(CLMD-TLE)**

Item No. : OSEC-DECSB-EPSVR-30163-2010;SG/22
EDUCATION : Master's degree in Education or other
relevant Master's Degree with specific
Area of specialization
EXPERIENCE : 2 years as School Principal or 2 years as
Master Teacher or 2 years as Head Teacher
TRAINING : 8 hours relevant training
ELIGIBILITY: RA 1080 (Teacher)

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Leadership: Level 2-Proficient
Technical : Level 2-Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished

Job Summary:

- *To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs & projects
- *To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.

Education Program Supervisor : Education Support Services Division ESSD

Item No. : OSEC-DECSB-EPSVR-30163-2010;SG/22
EDUCATION : Master's degree in Education or other
relevant Master's Degree with specific
Area of specialization
EXPERIENCE : 2 years as School Principal or 2 years as
Master Teacher or 2 years as Head Teacher
TRAINING : 8 hours relevant training
ELIGIBILITY: RA 1080 (Teacher)

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Leadership:	Level 2-Proficient
Technical :	Level 2-Proficient
Core Behavioral	Level 4-Distinguished
Cross-Cutting	Level 4-Distinguished

Education Program Supervisor : Quality Assurance Division (QAD)

Item No. :	OSEC-DECSB-EPSVR-30170-2010;SG/22
EDUCATION :	Master's degree in Education or other relevant Master's Degree with specific Area of specialization
EXPERIENCE :	2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher
TRAINING :	8 hours relevant training
ELIGIBILITY:	RA 1080 (Teacher)
Additional Qualifications:	
	Advance Computer Skills
	Proficient both in oral & written communication

Competency Requirements:

Leadership:	Level 2-Proficient
Technical :	Level 2-Proficient
Core Behavioral	Level 4-Distinguished
Cross-Cutting	Level 4-Distinguished

JOB SUMMARY:

This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions. Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Division for quality assuring their processes and outputs and outputs towards continuous improvement.

Education Program Supervisor : Human Resource Development Division-NEAP R

Item No. : OSEC-DECSB-EPSVR-30160-2010;SG/22
EDUCATION : Master's degree in Education or other relevant Master's Degree with specific Area of specialization
EXPERIENCE : 2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher
TRAINING : 8 hours relevant training
ELIGIBILITY: RA 1080 (Teacher)
Additional Qualifications:
Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Leadership: Level 2-Proficient
Technical : Level 2-Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished

JOB SUMMARY:

Provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.

Supervising Administrative Officer : Administrative Division

Item No. : OSEC-DECSB-SADOF-30032-2015;SG/22
EDUCATION : Bachelors degree relevant to the job
EXPERIENCE : 3 years relevant experience
TRAINING : 16 hours relevant training
ELIGIBILITY: CS professional, 2nd level Eligibility
Additional Qualifications:
Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Leadership: Level 3-High;yProficient
Technical : Level 3-Highly Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished

Job Summary:

To assist the Chief AO in supervising the Administrative Services Team and deliver timely, responsive and economical administrative services to the management and staff of the regional office.

Administrative Officer V (Supply Officer III) : Administrative Division-Asset Management Section

Item No. : OSEC-DECSB-ADOF5-30015-2004;SG/18

EDUCATION : Bachelors degree

EXPERIENCE : 2 years relevant experience

TRAINING : 8 hours relevant training

ELIGIBILITY: CS professional, 2nd level Eligibility

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Leadership: Level 2-Proficient

Technical : Level 2-Proficient

Core Behavioral Level 3-Highly Proficient

Cross-Cutting Level 2-Proficient

Job Summary:

To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education.

To provide the regional management with technical advice in the management and administration of the regional offices.

Administrative Officer V (Budget Officer III): Finance Division

Item No. : OSEC-DECSB-ADOF5-30015-2004;SG/18

EDUCATION : Bachelors degree relevant to the job

EXPERIENCE : 2 years relevant experience

TRAINING : 8 hours relevant training

ELIGIBILITY: CS professional, 2nd level Eligibility

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Leadership:	Level 2-Proficient
Technical :	Level 2-Highly Proficient
Core Behavioral	Level 3-Highly Proficient
Cross-Cutting	Level 2-Proficient

Job Summary:

To provide advice to the Regional Director through the Chief AO for Finance in the maximization of funds allocated to the region and coordinate with the Policy, Planning and Research Division of the RO in the preparation of a budget to support the plans of the region.

Lead and supervise the staff of the Budget Section in providing the region with services in budget preparation and consolidation and in monitoring budget execution and accountability.

Administrative Officer V (Information Officer III) : ORD-Public Affairs Unit

Item No. :	OSCE-DECSB-ADOF5-30011-2004;SG/18
EDUCATION :	Bachelors degree
EXPERIENCE :	2 years relevant experience
TRAINING :	8 hours relevant training
ELIGIBILITY:	CS professional, 2 nd level Eligibility

Additional Qualifications:

Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Leadership:	Level 3-Highly Proficient
Technical :	Level 2-Highly Proficient
Core Behavioral	Level 3-Highly Proficient
Cross-Cutting	Level 3-Highly Proficient

Job Summary:

Manage communication systems, processes and mechanisms to strengthen relationships with external partners and stakeholders and media organizations and inform the public of the accomplishments of the Region. Provide direct communication support to the RD/ARD and other official Spokespersons.

Manage information and communication platforms in support of information dissemination and crisis management.

ACCOUNTANT II: (Finance Division)

Item No.:	OSEC-DECSB-A2-30001-1998/SG-16
EDUCATION:	Bachelor's degree in Commerce/Business Administration, major in Accounting
EXPERIENCE:	1 year relevant experience
TRAINING:	4 hours relevant training
ELIGIBILITY:	R.A. 1080 (CPA)

Additional Qualifications:

Advance Computer Skills

Proficient both in oral & written communication

Competency Requirements:

Technical :	Level 2-Proficient
Core Behavioral	Level 3-Highly Proficient

Job summary:

To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations.

Prepares accountability and financial reports; Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies; Reviews the financial reports and financial documents for signature of the Accountant III; Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations; and, Maintains discipline and efficiency of subordinates.

ACCOUNTANT II (Payroll): (Finance Division)

Item No.: OSEC-DECSB-A2-30030-2015/SG-16
EDUCATION: Bachelor's degree in Commerce/Business Administration,
major in Accounting
EXPERIENCE: 1 year relevant experience
TRAINING: 4 hours relevant training
ELIGIBILITY: R.A. 1080 (CPA)

Additional Qualifications:

Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Technical : Level 2-Proficient
Core Behavioral Level 3-Highly Proficient

Job description:

1. Prepares accountability and financial reports;
2. Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;
3. Reviews the financial reports and financial documents for signature of the Accountant III;
4. Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations;
5. Maintains discipline and efficiency of subordinates

Project Development Officer II – ORD- Learner's Right & Protection Office

Item No.: OSEC-DECSB-PDO2-30001-2024/SG-15
EDUCATION: Bachelor's degree relevant to the job
EXPERIENCE: 1 year relevant experience
TRAINING: 4 hours relevant training
ELIGIBILITY: CS professional, 2nd level Eligibility

Additional Qualifications:

Advance Computer Skills
Proficient both in oral & written communication

Job summary:

To serve as a focal person for implementing the learner rights and protection policies in the Region, supervising the conduct of capability-building and advocacy communication activities, implementation of preventive measures and provision of responsive measures in the whole region.

Legal Assistant II : ORD-Legal Unit

Item No.: OSEC-DECSB-LEA2-30027-2015/SG-12
EDUCATION: Bachelor's degree
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: CS professional, 2nd level Eligibility

Additional Qualifications:

Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Technical : Level 1-Beginning
Core Behavioral Level 2-Proficient
Cross Cutting Level 1-Beginning

Job summary:

To conduct research on laws, rules and regulations, and jurisprudence necessary in the judicious and speedy resolution/disposition of cases.

ACCOUNTANT I: (Finance Division)

Item No.: OSEC-DECSB-A1-30029-2015/SG-12
EDUCATION: Bachelor's degree in Commerce/Business Administration, major in Accounting
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: R.A. 1080 (CPA)

Additional Qualifications:

Advance Computer Skills

Competency Requirements:

Technical : Level 2-Proficient
Core Behavioral Level 2-Proficient

Job summary:

Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.

Administrative Aide VI (Clerk III) : AD-Personnel Section

Item No.: OSEC-DECSB-ADA-30103-2004/SG-6
EDUCATION: Completion of two years studies in college
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: CS sub-professional, 1st level Eligibility

Additional Qualifications:

Advance Computer Skills
proficient both in oral & written communication

Competency Requirements:

Core Behavioral	Level 1-Beginning
Cross Cutting	Level 1-Beginning

Job summary:

To provide administrative support in the effective and efficient operation of the Personnel Section

Administrative Aide VI (Clerk III) : Field Technical Assistance Division

Item No.: OSEC-DECSB-ADA-30110-2004/SG-6
EDUCATION: Completion of two years studies in college
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: CS sub-professional, 1st level Eligibility

Additional Qualifications:

Advance Computer Skills
proficient both in oral & written communication

Competency Requirements:

Core Behavioral	Level 1-Beginning
Cross Cutting	Level 1-Beginning

Job summary:

To assist the management and staff and provide administrative support in the effective and efficient operation of the FTA Division

Administrative Aide VI (Clerk III) : Finance Division

Item No.: OSEC-DECSB-ADA-30111-2004/SG-6
EDUCATION: Completion of two years studies in college
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: CS sub-professional, 1st level Eligibility

Additional Qualifications:

Advance Computer Skills
proficient both in oral & written communication

Competency Requirements:

Core Behavioral	Level 1-Beginning
Cross Cutting	Level 1-Proficient

Job summary:

To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division.

Administrative Assistant III (Senior Bookkeeper) : Finance Division

Item No.: OSEC-DECSB-ADAS3-30102-2004/SG-9
EDUCATION: Completion of two years studies in college
EXPERIENCE: none required
TRAINING: none required
ELIGIBILITY: CS sub-professional, 1st level Eligibility

Additional Qualifications:

Advance Computer Skills
proficient both in oral & written communication

Competency Requirements:

Cross Cutting	Level 1-Beginning
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Job summary:

To maintain and safeguard the books, records and supporting schedules of the RO by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

Administrative Aide III (Clerk I) : AD-General Services Unit

Item No.:	OSEC-DECSB-ADA3-30228-2004/SG-3
EDUCATION:	Completion of two years studies in college or High School Graduate with relevant vocational /trade course
EXPERIENCE:	none required
TRAINING:	none required
ELIGIBILITY:	CS sub-professional, 1st level Eligibility

Additional Qualifications:

Advance Computer Skills
proficient both in oral & written communication

Competency Requirements:

Core Behavioral	Level 1-Beginning
Cross Cutting	Level 1-Beginning

Job summary:

To provide clerical and secretariat support to AO IV for General Services and administrative services functions.