



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

Office of the Schools Division
Superintendent

OCT 08 2025

MEMORANDUM

No. 512, s. 2025

RE-OPENING OF APPLICATION FOR VACANT POSITIONS

To: 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 the **Regional Memorandum No. ORD-2025-904**, with the subject, **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 CESO VI

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

References: As stated.

Encl.: As stated.

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

RECRUITMENT SELECTION PROMOTION

NDE/DM Re-Opening of Application for Vacant Positions

512/October 3, 2025

NUM-2025-512

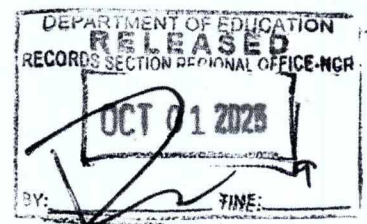


🏠 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
☎ 84237560, 84237561, 84237562
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ADMIN



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



September 30, 2025

REGIONAL MEMORANDUM
No. ORD-2025-904

RE-OPENING OF APPLICATION FOR VACANT POSITIONS

To: Schools Division Superintendents
Deped-NCR-RO Officials and Employees
All Others Concerned

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby reopen until October 8, 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 Division
Accountant I	OSEC-DECSB-A1-30027;30028-2015	12	1	Finance Division
Accountant II	OSEC-DECSB-A2-30001-1998;30030-2015	16	2	Finance Division

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) 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



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



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

value of equality and diversity in all aspects of recruitment and adopts the Equal Employment Opportunity Principal (EEO).

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

Encl.:

Qualification Standard for the Position



Address: 6 Misamis St., Bago Bantay, Quezon City
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INCLOSURE to Regional Memorandum No. s. 2025 _____, dated

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.

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.

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
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