



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

Office of the Schools Division
Superintendent

MEMORANDUM

No. 548, s. 2025

RECRUITMENT ON VACANT POSITIONS IN THE REGIONAL OFFICE

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. 950 s. 2025**, with the subject, **Recruitment on Vacant Positions in the Regional Office**, 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 Recruitment on Vacant Positions in the Regional Office

548/October 17, 2025

NUM-2025-548



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NUM-2025-548



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

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MARLON A. SALONGA
 SDO-MUNTINLUPA (RECORDS UNIT)

REGIONAL MEMORANDUM

No. 950 s. 2025

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

FROM : The Office of the Regional Director and OIC
 Office of the Assistant Secretary

SUBJECT : **RECRUITMENT ON VACANT POSITIONS IN THE
 REGIONAL OFFICE**

DATE : October 2, 2025

1. Please be informed that this Office will conduct screening/evaluation to fill up the following vacant positions:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	OSEC-DECSB-CES-30001 and 30002-1998	24	2	Curriculum % Learning Mgt. Division and Policy, Planning & Research Division
Planning Officer III	OSEC-DECSB-PLO3-30011-2015	18	1	Policy, Planning and Research Division
Attorney III	OSEC-DECSB-ATT3-30001-2021	21	1	ORD-Legal Unit
Education Program Supervisor	OSEC-DECSB-EPSVR-30171 & 30142-2010	22	2	Field Technical Assistance Division and Policy, Planning and Research Division



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 Website: depedncr.com.ph





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

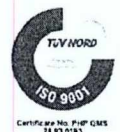
2. In this connection, interested and qualified applicants should submit the complete required mandatory documentary requirements (see Annex C (DO 7, s. 2023) -List of Documentary Requirements) through <https://primestrathr.depedncr.com.ph/rsa/registration> (pdf format) or in hard copies with proper tags/markers, for reference, at the Personnel Section, this Region, not later than October 21, 2025 at 5:00PM,
3. Only those applicants who submitted the complete mandatory documentary requirements and have met the minimum Qualification Standards (QS) shall proceed for further assessment/evaluation as mentioned in Deped-Order No. 7, s. 2023. Any additional documents submitted after the set deadline should not be accepted.
4. Further, applicant shall assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification, duly signed by the applicant. Any false and fraudulent documents submitted shall be ground for disqualification.
4. 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).
5. Enclosed is a copy of the Qualification Standards and job description , for reference.
6. 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

Encls.
As stated



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Education Program Supervisor : Policy Planning and Research Division
(PPRD)

Item No. : OSEC-DECSB-EPSVR-30142-2010;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:

Technical : Level 3-Highly Proficient
Core Behavioral Level 4-Distinguished

Job Summary:

-Facilitates the preparation/ updating of the region's 6-year strategic plan and annual work plans with the involvement of both internal and external stakeholders through guidance in the use of various planning techniques such as inferential statistics, forecasting and scenario building.
-To review the strategic and operational plans of schools divisions and facilitate affirmation by RO and presentation to stakeholders.



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

INCLOSURE to Regional Memorandum No. s. 2025 _____, dated October 2, 2025

QUALIFICATION STANDARDS:

Chief Education Supervisor: Curriculum & Learning Mgt. Division (CLMD)

Item No. : OSEC-DECSB-CES-30001-1998;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 2-Proficient
Technical : Level 4-Distinguished
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 4-Distinguished

Job Summary:

-To provide strategic and technical inputs towards effectively managing the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the region, and ensuring access to quality and varied learning resources.

-To direct and manage the work of the CLMD team that will help manage curriculum implementation in the region and provide technical assistance to the divisions in line with the curriculum and learning management.



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Chief Education Supervisor: Policy, Planning & Research Division (PPRD)

Item No. : OSEC-DECSB-CES-30002-1998;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 2-Proficient
Technical : Level 4-Distinguished
Core Behavioral Level 4-Distinguished

Job Summary:

-Facilitates the development of the regional education planning framework and systems that will guide strategic and operational plans, policies, standards and guidelines as well as providing the basic education information for making decisions towards increased access to and delivery of quality basic education.

-To lead and manage the work of the team that will operationalize and monitor the implementation of planning frame and systems in the Region.



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Attorney III : ORD-Legal Unit

Item No. : OSEC-DECSB-ATY3-30001-2021;SG/21
EDUCATION : Bachelor of Laws
EXPERIENCE : 1 year relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY: RA 1080 (BAR)

Additional Qualifications:

Advance Computer Skills
Proficient both in oral & written communication

Competency Requirements:

Technical : Level 3-Highly Proficient
Core Behavioral Level 3-Highly Proficient
Cross-Cutting Level 4-Distinguished

Job Summary:

The Atty. III assists the Atty IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through:

- Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and
- Effective and efficient delivery of in-house legal services.

S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Education Program Supervisor : Field Technical Assistance Division
(FTAD)

Item No. : OSEC-DECSB-EPSVR-30171-2010;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 3-Highly Proficient
Core Behavioral Level 4-Distinguished
Cross-Cutting Level 3-Highly Proficient

Job Summary:

-To recommend the formulation of regional educational policies along the provision of technical assistance to the schools divisions.
-Monitor the implementation of the TA system across the region and to provide valid information and feedback in the formulation of strategic educational and operational plans for the region and schools divisions



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Planning Officer III : Policy, Planning & Research Division (PPRD)

Item No. : OSEC-DECSB-PLO3-30011-2015;SG/18
EDUCATION : Bachelor of 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:

Technical : Level 3-Highly Proficient

Core Behavioral Level 3-Highly Proficient

Job Summary:

-Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users.

-To monitor and evaluate implementation of policies and guidelines related to planning and education data management system at the Schools Division.



BAGONG PILIPINAS



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24/2/2012