



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 025, s. 2026

OPENING/RE-OPENING OF APPLICATION FOR VACANT POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
Administrative Officer V
All Others Concerned

1. Attached is Regional Memorandum No. 022, s. 2026, dated January 7, 2026, on the above-captioned title, 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.

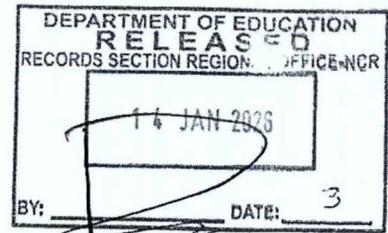
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated,
References: As stated,

Regional Memorandum No. 022, s. 2026
025 / January 15, 2026
asds/all2026



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



OSDS

RECEIVED BY
 [Signature] 1/15/26 9:00am
 MARLON A. SALONGA
 SDO-MUNTINLUPA (RECORDS UNIT)

REGIONAL MEMORANDUM

No. 022 s. 2026

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 : January 7, 2026

1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby open/reopen until January 28, 2026 @ 5:00 p.m.:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Education Program Supervisor (Mathematics)	OSEC-DECSB-EP SVR-30140-2010	22	1	Curriculum & Learning Management Division (CLMD)
Administrative Assistant I	OSEC-DECSB-ADAS1-30031-2015	7	1	Administrative Division-Asset Mgt. Section
Administrative Officer V (Budget Officer III- Re-Opened)	OSEC-DECSB-ADOF5-30016-2004	18	1	Finance Division



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Misamis St., Bago Bantay, Quezon City
 Tel. Nos.: 920-5824; 926-2213 loc. 801
 Email Address: ncr@deped.gov.ph
 Website: <http://www.deped.gov.ph/reglons/ncr/>



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POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Education Program Specialist II (Re-Opened)	OSEC-DECSB-EPS2-30002-1998	16	1	HRDD-NEAP-R
Accountant II (Re-Opened)	OSEC-DECSB-A2 30001-1998;30030-2015	16	2	Finance Division
Accountant I (Re-Opened)	OSEC-DECSB-A1-30029-2015	12	1	Finance Division
Education Program Supervisor (Anticipated Vacancy)	OSEC-DECSB-EPSVR-30147-2010	22	1	Office of the regional Director-Learners Right & Protection Office (LRPO)
Chief Administrative Officer (Anticipated Vacancy)	OSEC-DECSB-CAO-30235-2004	24	1	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) thru hrmpsb.ncr@deped.gov.ph 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).

4. For queries, please contact Ms. Elsa Mariano, Administrative Officer V-Personnel Section at personnel.ncr@deped.gov.ph. or at telephone number 638522919.



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5. For immediate dissemination .


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

Encls.
Qualification Standards/Competency requirement
Job Description



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

Item No. : OSEC-DECSB-EPSVR-30140-2010;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.

Administrative Assistant I : AD-Asset Mgt. Section

Item No.: OSEC-DECSB-ADAS1-30031-2015/SG-7
EDUCATION: Completion of two year 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 support in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the RO.

To assist and provide administrative support in the effective and efficient operation of the Asset management section

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.

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

Education Program Supervisor : Education Support Services Division ORD-LRPO
(Anticipated Vacancy)

Item No. : OSEC-DECSB-EPSVR-30147-2010;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

Chief Administrative Officer: Finance Division
(Anticipated Vacancy)

Item No. : OSEC-DECSB-CAO-30235-2004;SG/24
EDUCATION : Master's degree or Certificate in Leadership and Management from CSC
EXPERIENCE : 4 supervisory/management experience
TRAINING : 40 hours of supervisory/management learning and Development intervention undertaken within the last 5 years
ELIGIBILITY: CS Professional/2nd Level Eligibility
Additional Qualifications:
Experience in budgeting and accounting and in managing team with diverse technical background
Proficient both in oral & written communication