



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


MAY 21 2026

MEMORANDUM
No. 217, s. 2026

**PROFILING OF QUALIFIED ASPIRANTS FOR ASSISTANT SCHOOLS DIVISION
SUPERINTENDENT POSITION**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads / OICs
All Others Concerned

1. Attached is Regional Memorandum No. 380, s. 2026, dated May 18, 2026, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Attention is invited to paragraph 2 for a list of documentary requirements and schedule of submission.
3. 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
To be indicated in the Perpetual Index
Under the following subjects:

PROFILING OFFICIALS

all OASDS/PROFILING OF QUALIFIED ASDS POSITIONS
217 / May 20, 2026

NUM-2026-217

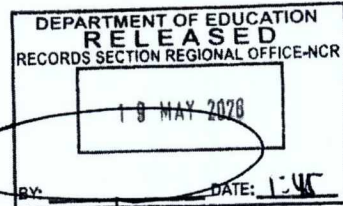


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

20



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



OSDS

REGIONAL MEMORANDUM

No. 380 s. 2026

TO : **SCHOOLS DIVISION SUPERINTENDENTS
 DEPED-NCR RO EMPLOYEES
 ALL CONCERNED**

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

SUBJECT : **PROFILING OF QUALIFIED ASPIRANTS FOR
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 POSITION**

DATE : May 18, 2026

RECEIVED BY: *[Signature]*
 MARLON SALONGA
 SDO-MUNTINLUPA (RECORDS UNIT)

1. This Office announces the conduct of the Profiling of Qualified Aspirants for the Assistant Schools Division Superintendent (ASDS) position to establish a pool of eligible candidates for leadership succession and career advancement opportunities.

2. In this connection, all interested and qualified applicants are requested to submit the following documentary requirements through this link <https://bit.ly/ProfilingOfQualifiedASDS> on or before 5:00 p.m. of 28 May 2026:

- a. Letter of Intent
- b. Detailed Curriculum Vitae
- c. Duly accomplished CSC Form 212 (revised 2025)
- d. Certificate of Eligibility (CESE)
- e. Performance Rating (last rating period)

Applicants who have previously submitted their application documents are likewise required to signify their continued interest through a Letter of Intent and may update or supplement their supporting documents, if necessary.



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



OSF



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. Applicants must meet the following Qualification Standards for the Assistant Schools Division Superintendent position:

- EDUCATION** : Master's degree in Education or its equivalent
- EXPERIENCE** : 5 years relevant experience involving management and supervision
- TRAINING** : 32 hours of training in management and supervision
- ELIGIBILITY** : Career Executive Service (CES)

4. Immediate dissemination of and strict compliance with this Memorandum are desired

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