



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 76 s. 2025

**NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE I**

To: Assistant Regional Director  
 Schools Division Superintendents  
 DepEd ROI Chiefs  
 All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

Vacancy/ Particulars	Qualification Standards			
	Education	Training	Experience	Eligibility
Position Title/SG/Monthly Salary/Area of Assignment Education Program Supervisor/ 22/ 74836/ CLMD	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Project Development Officer II/ 15/ 38413/ ESSD	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility

2. The Department of Education Regional Office No. I affords **equal employment opportunities** to all qualified and interested applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation, and any other characteristics protected by law. Applicants should signify their interest in writing and submit the following documents not later than **January 24, 2025**.

- a. Letter of intent addressed to the Regional Director, TOLENTINO G. AQUINO, or to the highest Human Resource Office designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture, complete with signature, photo, thumb mark, and duly sworn and



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
 DepEd Region I region1@deped.gov.ph  
 www.depedro1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 7



Documan 2

DepEd ROI

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Republic of the Philippines  
**Department of Education**  
 REGION I

subscribed (CSC Form No. 212, Revised 2017), strictly following the CSC Memorandum Circular (MC) Nos. 11 and 16 s. 2017 and the "Guide in Filling Up the Personal Data Sheet" and Work Experience Sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph), if applicable;

- c. Photocopy of valid and updated PRC License/ ID, if applicable;
- d. Photocopy of Certificate of Eligibility/ Report of Rating, if applicable;
- e. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
- f. Photocopy of Certificate/s of Training, if available;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
- h. Photocopy of Latest Appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to R.A. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, duly notarized by authorized official;
- k. Other documents may be required for comparative assessment, such as but not limited to:
  - k.1 Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
  - k.2 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position filled.

3. Applicants who failed to submit complete mandatory documents (Items 2a to 2j) on the deadline set shall not be included in the pool of official applicants. However, non-submission of the additional requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the set deadline.

5. Application documents may be submitted through the DepEd ROI – Records Section or via courier addressed to or online application at:

**GEORGINA N. NERIDA**

Department of Education Regional Office No. I  
 Flores St., Catbangan, City of San Fernando, La Union  
<https://tinyurl.com/ApplicationForm-DepEdROI>



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 7





Republic of the Philippines  
**Department of Education**  
 REGION I

6. All official applicants in the pool will be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. Qualified applicants will be notified through a letter, email, text message, or call on the schedule of assessment/ screening.
7. Enclosure Nos. 4 and 5 – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions and Non-Teaching Positions of DepEd Order No. 007, s. 2023 shall be used in the evaluation of documents for said positions.
8. Attached hereto are the duties and responsibilities of the positions and the timeline or schedule of recruitment and selection activities, for information and reference.
9. Wide and immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**

Director IV

Encl. & References: As stated.

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

VACANT POSITIONS

ANNOUNCEMENT

AD-Personnel/gnn/lgm/NoticeofVacantPositions  
 January 13, 2025



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	3 of 7





Republic of the Philippines  
**Department of Education**  
 REGION I

**Enclosure No. 1**  
**Duties and Responsibilities**

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Education Program Supervisor/ Curriculum and Learning Management Division (CLMD)	<p>Management of Curriculum Implementation</p> <ul style="list-style-type: none"> <li>• Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum</li> <li>• Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations</li> <li>• Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area</li> <li>• Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement</li> <li>• Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement</li> <li>• Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders</li> <li>• Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation</li> </ul> <p>Curriculum Development, Enrichment, and Localization</p> <ul style="list-style-type: none"> <li>• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division</li> <li>• Develop (with QAD) processes and tools for monitoring the localized and</li> </ul>



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	4 of 7





Republic of the Philippines  
**Department of Education**  
 REGION I

	<p>indigenized curriculum implementation to get feedback on effectiveness</p> <ul style="list-style-type: none"> <li>• Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action</li> <li>• Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region</li> </ul> <p><b>Learning Delivery</b></p> <ul style="list-style-type: none"> <li>• Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions</li> <li>• Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption</li> </ul> <p><b>Learning Resource</b></p> <ul style="list-style-type: none"> <li>• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum</li> <li>• Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials</li> </ul> <p><b>Learning Outcome Assessment</b></p> <ul style="list-style-type: none"> <li>• Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap</li> <li>• Draft policy recommendations related to improving learning outcome based on findings from studies and reports</li> </ul> <p><b>Special Curricular Programs and Support Activities</b></p> <ul style="list-style-type: none"> <li>• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action</li> </ul>
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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	5 of 7





Republic of the Philippines  
**Department of Education**  
 REGION I

	<ul style="list-style-type: none"> <li>• Drafts policy recommendations on curricular support activities for regional adoption</li> </ul> <p>Technical Assistance</p> <ul style="list-style-type: none"> <li>• Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions</li> <li>• Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division</li> <li>• Coach the schools division in implementing interventions related to curriculum management and instructional delivery</li> <li>• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division</li> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration</li> </ul>
<p>Project Development Officer II/          Education Support Services Division          (ESSD)</p>	<ul style="list-style-type: none"> <li>• To serve as the focal person for implementing the learner rights and protection policies in the region, supervising the conduct of capacity-building and advocacy communications activities, implementation of preventive measures and provision of responsive measures in whole region, and acting as the regional focal person of the concerned schools division offices.</li> </ul>



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	6 of 7





Republic of the Philippines  
**Department of Education**  
 REGION I

**Enclosure No. 2**  
**Timeline or Schedule of Recruitment and Selection Activities**

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	January 13, 2025	
Submission and Receipt of Application Documents	January 13-24, 2025	
Listing of ALL Applicants	January 27-28, 2025	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	January 30, 2025 to February 14, 2025	
Conduct of initial deliberation of the qualification of applicants	February 17, 2025	
Posting copy of the IER	February 18-19, 2025	*Notifies all applicants of the results of the initial evaluation and the schedule of evaluative assessment
Conduct of Evaluative Assessment: Written Examination Panel Interview/ Open Ranking Validation of Documents	March 4-5, 2025	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	March 6, 2025	
Submission of CAR to the appointing authority and requesting instruction  -Conduct of Background Investigation	March 7-10, 2025	
Posting of CAR in three (3) conspicuous places and through other modes	March 10, 2025	
Appointment of successful candidate	TBA	
***The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business		

Prepared by:

**GEORGINA N. NERIDA**  
 Administrative Officer V

Noted:

**RHODA T. RAZON**  
 HRMPSB Chairperson



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	7 of 7

