



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1240 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
Medical Officer IV/ 23/ 87315/ Education Support Services Division	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080 (Physician)
Education Program Specialist II/ 16/ 43560/ Human Resource Development Division	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 (PBET/LET); Career Service (Professional) Appropriate Eligibility for Second Level Position
Accountant I/ 12/ 32245/ FD – Accounting Section	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)

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 **September 23, 2025**.

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



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Up the Personal Data Sheet” and Work Experience Sheet, which can be downloaded at 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., Catbangen, City of San Fernando, La Union
<https://tinyurl.com/ApplicationForm-DepEdROI>

6. All official applicants in the pool will be assigned with an 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.



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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
September 13, 2025



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Enclosure No. 1
Duties and Responsibilities
re: Medical Officer IV, Education Program Specialist II, Accountant I

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Medical Officer IV/ Education Support Services Division	Job Summary: To promote, protect and maintain the physical and mental well-being of all teaching and non-teaching staff by planning, formulating and executing strategies for health and nutrition programs. Provide supervisory function to health personnel by ensuring smooth operations of the HNUs relative to the implementation of various health and nutrition related programs and projects. KRAs: Health and Nutrition Programs and Services: - Plan and formulate policies, strategies and guidelines on Health and Nutrition Programs; - Develop, implement, monitor and evaluate interventions to assist RO personnel to reduce or change risky and harmful lifestyle behavior; - Monitor and evaluate the implemented School Health and Nutrition Programs and services of the SDO for the direct benefit of the learners; - Monitor, evaluate and report the annual physical examination results of all regional office personnel; - Provide health education, counselling and information provision on how to improve health and prevent disease and interventions or treatments that treat risk factors. Medical Services: - Provides timely clinical and culturally appropriate health services, medical consultation services to all regional office personnel; - Develop and communicate standard medical parameters to Medical Officers and Nurses for accurate medical evaluation and treatment interventions in the SDOs; - Conduct screening and provide medical services to all coaches and athletes before, during and after the conduct of National and Regional Athletic Meets (e.g. Palarong Pambansa); - Issue medical certificates and clearances to all regional office personnel; - Provide parameters and advice to Medical Officer III/Nurses on issuance of medical clearance to learners; - Maintain total confidentiality and privacy of patients' medical information. Partnership: - Establish, maintain and sustain partnerships and agreements with other agencies and stakeholders based on DepED



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	established standards for Health and Nutrition Programs; • Establish links with a range of primary and secondary health care providers and develop initiatives to enable coordinated care that meets the needs of individuals/patients. People Development: • Coach and mentor medical staff on current and emerging issues, trends and challenges in the health and nutrition sector for better delivery of health services; • Provide regular health inspection and advice to all RO personnel; • Ensures continuous professional education of all medical personnel of the Region. Office Administration: • Prepare and submit periodic and consolidated reports of accomplishments; provide and present analytics to immediate superior; • Implement RA 6713 "Code of Ethics and Ethical Standards for Government Employees" to direct reports; • In coordination with the medical personnel at the SDO, conduct regular inspection of school clinics ensuring compliance of sanitation and 5S standards and, completeness of medical supplies and equipment; • Maintenance and safekeeping of all medical records of all regional office personnel.
Education Program Specialist II/ Human Resource Development Division	Job Summary: This position is responsible for assisting the Human Resources Development Division (HRDD), Chief and Senior Education Program Specialist in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also assists in collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region. KRAs: Program Development and Delivery: • Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context; • Coordinate with NEAP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors. Program Evaluation: • Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and



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	accreditation of programs and service providers in the Region; • Conduct evaluation of PD interventions within the region; Liaison: • Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs); • Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO. Secondary Duties: • Perform other functions as assigned.
Accountant I/ Finance Division – Accounting Section	Job Summary: To maintain 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. KRAs: Financial Records and Reports: • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations; • Checks the accuracy, validity and appropriateness of income and expenditure transactions; • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules; • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information; • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations; • Assists higher level Accountants in the analysis, verification and consolidation of field offices 'reports; • Reviews the financial statements and related schedules; • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations; • Checks the accuracy, validity and appropriateness of income and expenditure Transactions; • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules; • Monitors the safekeeping of accounting records, documents, correspondences and



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	• reports, and ensures maximum security and systematic compilation of various accounting information; • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations; • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
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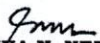


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Enclosure No. 2
Timeline or Schedule of Recruitment and Selection Activities
re: Medical Officer IV, Education Program Specialist II, Accountant I

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	September 12, 2025	
Submission and Receipt of Application Documents	September 12-23, 2025	
Listing of ALL Applicants	September 24-26, 2025	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	September 29-October 06, 2025	
Conduct of initial deliberation of the qualification of applicants (if necessary)	October 7, 2025	
Posting copy of the IER	October 08, 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	October 13-17, 2025	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	October 20-22, 2025	
Submission of CAR to the appointing authority and requesting instruction -Conduct of Background Investigation	October 23, 2025	
Posting of CAR in three (3) conspicuous places and through other modes	October 23, 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	8 of 8

