DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
030510
BY:
DATE: NOV 12 2026

REGIONAL MEMORANDUM
No. 1520 s. 2026

SUBMISSION OF APPLICATION FOR THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT AND SCHOOLS DIVISION SUPERINTENDENT POSITIONS

To: Schools Division Superintendents
All Others Concerned

1. This Office is pleased to inform that the Regional Search Committee for Third Level Officials will be conducting the regional screening of qualifiers for the Assistant Schools Division Superintendent (ASDS) and Schools Division Superintedent (SDS) positions.

2. The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	**Experience**	**Training**	**Eligibility**
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CEs eligible and/or EMT passer

3. Interested and qualified applicants are requested to submit their applications, in hard copy, on or before **November 20, 2026**, to the Records Section, Department of Education Regional Office I, or electronically through the following link: https://tinyurl.com/3rdLevelDepEdROI. The following documentary requirements, in original or certified true copy, as applicable, shall be submitted:

- Letter of Intent addressed to the Regional Director;

- Accomplished CSC Form 212 (Personal Data Sheet), including Work Experiece Sheet [notarized];
- Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/ passed, and assignments and trainings attended in the past five (5) years;
- Abstract of Innovations, Project document, or any proof of implementation highlighting specific contribution, including narrative of its impact;
- Service Records;
- Performance evaluation records for the last three (3) years (CESPES, OPCRF, and/or IPCRF);
- Certficate of Eligibility/ies, and/or Certificate of Rating of Examination/s passed
- One-page profile of candidates; and
- Self-certification of no pending administrative/civil/criminal charges with the executive summary of pending cases, copies of complaints, counter-affidavits and other supporting documents (if any)

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

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: None
Reference: None
To be indicated in the Perpetual Index:
under the subjects:

ASSESSMENT EVALUATION OFFICIALS OFFICERS

ASD/RJLC/LGABAYA/RM-CallforASDSSDS
November 11, 2026