DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
030922
BY:
DATE: NOV 10 2026

REGIONAL MEMORANDUM
No. 1534 s. 2026

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			
Position Title/SG/Monthly Salary/Area of Assignment	**Education**	**Training**	**Experience**	**Eligibility**
Education Program Supervisor/22/81796/Human Resource Development Division	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)
Teacher Credentials Evaluator II/15/42178/Administrative Division – Personnel Section	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	PBET; RA 1080 (Teacher)/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 **November 3, 2026**.

a. Letter of intent addressed to the Regional Director, ESTELA P. LEON-CARIÑO, 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 subscribed (CS Form No. 212, Revised 2026), strictly following the CSC "Guide to Filling Out 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:

LAARNI GRACE M. ABAYA
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 No. 5 – Criteria and Point System for Hiring and Promotion to 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.

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

Encl. & References: As stated.

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

VACANT POSITIONS ANNOUNCEMENT

AD-Personnel /RVL/NoticeofVacantPositions
October 21, 2026

Enclosure No. 1
Duties and Responsibilities
re: Education Program Supervisor / Teacher Credentials Evaluator II

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Education Program Supervisor / Human Resource Development Division	Job Summary: Provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region. KRAs: HRD Policies/Guidelines and Plans: • Analyzed the gathered information/feedback from the different Regional Functional Divisions and SDOs on the conduct of Competency-based Learning and Development Management System in DepEd Region I • Prepared documents before the conduct of self-assessment for PRIME-HRM Level 3 in L&D and Performance Management. • Provide TA to SDOs on the preparation of Assessment and Validation of PRIME-HRM Level II. Professional Learning and Development • Analyzed the IPDPs of RO Personnel as input to the Office Learning Plan • Designed and developed Learning and Development Activities • Implemented Professional Development Programs for Teachers and School Leaders Performance Management • Collaborated with other Functional Divisions on the implementation of the four (4) phases of RPMS in the Regional Office • Conducted monitoring on the implementation of Performance Management in the SDOs • Provided TA on the implementation of Performance Management in the RO and SDOs Office Administration and Performance Management • Maintained standard processes towards administrative effectiveness and efficiency • Conducted research proposal for the improvement of HRD program implementation in the Region • Monitored and provided TA to the HRDD personnel on the implementation of RPMS in the office Plus Factor

	• Served as member of the Regional Office Training and Advocacy Team
Teacher Credentials Evaluator II/ Administrative Division – Personnel Section	Job Summary: To evaluate the credentials of teachers, teaching related personnel of the Schools Division Offices who are recommended for upgrading, reclassification and conversion of positions using the Equivalent Records Form (ERF), to assign them to their appropriate level according to their competence, experience and education. To assist the AO V for Personnel in the review and validation of documents for personnel actions, data gathering, and reportorial obligations to DepEd management and oversight agencies KRAs: Equivalent Record Form (ERF) Evaluation • Review and evaluate teachers' credentials stated in the ERF forms submitted for Upgrading/ Reclassification to Teacher II/III positions, following existing DepEd guidelines and the latest National Budget Circular to ensure accuracy and objectivity in recommending appropriate actions. • Consolidate request for ERF upgrading, reclassification and conversion of items based on the funding allocation, by division for submission to the DBM before cutoff date. • Follow up approved ERFs from DBM and implement upon approval of SDS. Master Teachers Position Conversion • Perform an initial review of the Rank Sheet of applicants to check if they qualify for conversion of their position to MT I/II for submission to the Personnel Selection Board (PSB). • Assist the Personnel Selection Board in reviewing the Rank Sheet of teachers to be converted to Master Teacher I/II based on existing guidelines for Career Progression of Teachers. • Consolidate request for conversion of teaching positions to MT I/II for DBM approval. • Draft memo of recommendation on conversion for approval of RD. Teaching-Related Position Reclassification • Perform initial review of request for reclassification of Teaching-related positions (Principal, Head Teacher, Guidance Coordinator, Guidance Counselor, School Librarian) and summarize findings on checked documents to provide feedback to requesting party. • Assist the AO IV for Personnel in evaluating documents for reclassification of school heads based on DepEd Order 97, s. 2012 and for reclassification of non-teaching personnel. • Draft letter for reclassification of teaching-related positions for approval of RD and endorsement to DBM.

	• Provide copy to SDOs of teaching related positions recommended for reclassification. Hiring and Promotion Credential Evaluation • Perform initial screening of applicants' documents to see if they meet minimum requirement based on the QS of the CSC and the QS for unique positions of DepEd, 1995 edition. • Assist the AO IV for Personnel in conducting initial assessment of applicant's qualifications and supporting documents for inclusion of applicant into the candidate pool. Reports • Assist the AOIV for Personnel in accomplishing required reports as required by the DBM and other oversight agencies.

Enclosure No. 2
Timeline or Schedule of Recruitment and Selection Activities
Re: Education Program Supervisor / Teacher Credentials Evaluator II

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	October 21, 2026	
Submission and Receipt of Application Documents	October 19-28, 2026	
Listing of ALL Applicants	October 29-30, 2026	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	November 3-11, 2026	
Conduct of initial deliberation of the qualification of applicants (if necessary)	November 12, 2026	
Posting copy of the IER	November 13, 2026	*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	November 24-25, 2026	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	November 26, 2026	
Submission of CAR to the appointing authority and requesting instruction -Conduct of Background Investigation	December 1, 2026	
Posting of CAR in three (3) conspicuous places and through other modes	December 1, 2026	
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:

LAARNI GRACE M. ABAYA
Administrative Officer V

Noted:

RHODA T. RAZON
HRMPSB Chairperson