



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 112, s.2025

**VACANT THIRD LEVEL POSITIONS IN THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Unit and Section Heads  
Public School Heads  
All Teaching and Non-Teaching Personnel

1. The Department of Education released a Memorandum announcing the vacancies for third level positions: **Schools Division Superintendent and Assistant Schools Division Superintendents.**
2. The minimum Qualification Standards for the said position are as follows:

Position	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	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

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
06 MAR 2025  
**RELEASED**  
BY: \_\_\_\_\_

3. Qualified applicants shall submit their documents through <https://tinyurl.com/3rdLevelApp> on or before **15 March 2025**. Attached as enclosure is the list of documents required.
4. Further, qualified applicants are urged to coordinate with the Administrative Officer IV-HRMO of this Division prior submission of applications to ensure veracity of documents.
5. For widest dissemination, information, and guidance.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
Website: [www.depedvigancity.com](http://www.depedvigancity.com)



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