



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

DIVISION MEMORANDUM

No. 103, s. 2025

NOTICE OF VACANT POSITIONS IN THE DEPED REGIONAL OFFICE I

TO: Assistant Schools Division Superintendent
CES – SGOD
CES – CID
Elementary & Secondary Public-School Heads
Elementary & Secondary Private-School Heads
All Others Concerned

1. The Department of Education Regional Office I released a Memorandum announcing the vacancies for **Education Program Supervisors and Administrative Assistant I**.
2. The minimum Qualification Standards for the said position are as follows:

Position	Education	Experience	Training	Eligibility
Education Program Supervisor	Master’s Degree in Education or other relevant Master’s Degree with specific are of specialization	Two (2) years as Principal or two (2) years as Head Teacher or two (2) years as Master Teacher	Eight (8) hours of relevant training	RA 1080 (Teacher)
Administrative Assistant I	Completion of two (2) years in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

3. Qualified applicants shall submit their documents through <https://tinyurl.com/ApplicationFormEPSDASI> not later than **April 14, 2025**.
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.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
07 APR 2025
RELEASED
BY: _____

VILMA D. EDA, CESO V
Schools Division Superintendent

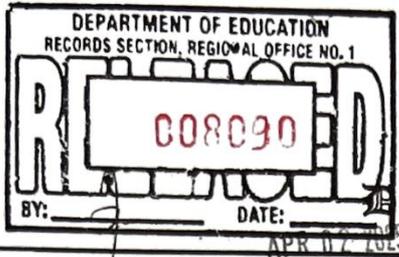


Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM



2504-162

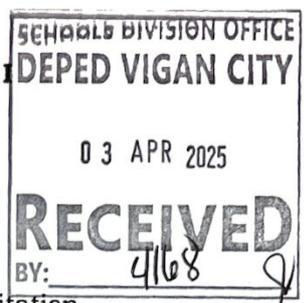


Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 472 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
Education Program Supervisor/ 22/ 78162/ FTAD	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)
Administrative Assistant I/ 7/ 20110/ FD	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional) First 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 **April 14, 2025**.



Flores St., Catbangan, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@depd.gov.ph
www.depdedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11 18 2024	Page	1 of 4





Republic of the Philippines
Department of Education
REGION I



- 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 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, 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 HRMP SB (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:



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

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 6





Republic of the Philippines
Department of Education
 REGION I

GEORGINA N. NERIDA
 Department of Education Regional Office No. 1
 Flores St., Catbangan, City of San Fernando, La Union
<https://tinyurl.com/ApplicationFormEPSDASI>

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
 March 31, 2025



Documan 8

DepEd RO1

PERS250235



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

Doc. Ref. Code	RM-CRD	Rev	CO
Effectivity	11.18.2024	Page	3 of 6





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/ Field Technical Assistance Division (FTAD)	<p>Job Summary: To recommend the formulation of regional educational policies along the provision of technical assistance to the schools divisions</p> <p>Monitor the implementation of the TA system across the region and provide valid information and feedback in the formulation of strategic educational and operational plans for the region and schools divisions</p> <p>KRAs:</p> <p>Technical Assistance Support System & Process</p> <ul style="list-style-type: none"> • Assist the Division chief in assuring that all RFTATs are well informed and equipped prior to the actual TA provision <p>Understanding The Client (Schools Divisions' Needs, Aspirations, Plans, Strength and Weaknesses)</p> <ul style="list-style-type: none"> • Assist the schools divisions in identifying their priorities to be included in their operational plans • Assists the schools divisions in improving their annual improvement plans • Initiate the completion of performance contracts of each and all schools divisions <p>Regional Support for Schools Division Office' Performance Effectiveness</p> <ul style="list-style-type: none"> • Assist RFTATs in developing their TA Plan per division • Monitor and conduct coaching in the implementation of the TA mechanism and system <p>Learning from Experience</p> <ul style="list-style-type: none"> • Recommends best practices gathered from RFTAT's experience
Administrative Assistant I/ Finance Division (FD)	<p>Job Summary: To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division</p> <p>KRAs:</p> <p>Finance, Budget, Payroll Systems</p> <ul style="list-style-type: none"> • Install and implement in the region the required financial systems (budgeting, accounting, payroll processing and reporting) for improved productivity, efficiency and timely completion of government transactions • Prepare and consolidate budget proposals including supporting justifications and explanations





Republic of the Philippines
Department of Education
 REGION I

	<ul style="list-style-type: none"> • Prepare/process the following: Fund estimates to support the Region's plans and programs subject to set budgetary ceilings and assist in the execution and control of the approved budget of the Region; and Payrolls and salary checks/ ATMs of all public elementary and non-IUs secondary school teachers and non-teaching personnel, including remittances of authorized deductions and maintain records of the same, coordinate with other government agencies like GPI's, BIR, etc.... Financial transactions • Certify as to the availability of funds and/or allotments • Maintain the books of accounts and registries. • Prepare, consolidate and submit financial statements and other accountability reports • Provide the Regional Director with the necessary advice, assistance, and services on budgetary and financial management matters; • Develop and establish procedures in monitoring and supervision of school's divisions financial resources • Formulate, in coordination with the RDC, the budget to support the regional educational plan which shall take into account the educational plans of the divisions <p>Technical Assistance to Field Operating Units</p> <ul style="list-style-type: none"> • In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services <p>Financial Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Monitor and assess the schools divisions regarding: Resource mobilization and utilization; and Compliance with the existing rules and regulations
--	---



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

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	5 of 6





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	March 31, 2025	
Submission and Receipt of Application Documents	March 31, 2025 – April 14, 2025	
Listing of ALL Applicants	April 15-16, 21, 2025	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	April 22, 2025 to May 9, 2025	
Conduct of initial deliberation of the qualification of applicants (if necessary)	May 12, 2025	
Posting copy of the IER	May 13-14, 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	May 15-19, 2025	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	May 20, 2025	
Submission of CAR to the appointing authority and requesting instruction -Conduct of Background Investigation	May 21-23, 2025	
Posting of CAR in three (3) conspicuous places and through other modes	May 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. GAZON
 HRMPSB Chairperson



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

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

