



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

DIVISION MEMORANDUM

No. 290, s. 2025

**ACCEPTANCE OF 2ND BATCH OF APPLICATIONS FOR THE VACANT
 THIRD-LEVEL POSITIONS**

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

- The Department of Education Regional Office I released a Memorandum announcing the acceptance of applications for vacant items for **Schools Division Superintendent (SDS)** and **Assistant Schools Division Superintendent (ASDS)** positions.
- The minimum Qualification Standards for the said position 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

- Qualified applicants shall submit their documents through <https://tinyurl.com/3rdLevelApp> not later than **May 30, 2025**:
- 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.
- For widest dissemination information, and guidance.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
 21 MAY 2025
RELEASED
 BY: _____

VILMA D. EDA, CESO V
 Schools Division Superintendent



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