



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

DIVISION MEMORANDUM

No. 291, 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 **Technical Assistants** and **Administrative Support II** under Contract of Service.

2. The minimum Qualification Standards for the said position are as follows:

Vacancy/ Particulars	Minimum Qualifications				Competencies
	Education	Training	Experience	Eligibility	
Technical Assistant II (Contract of Service) / 38000 + 10% premium pay/ Office of the Regional Director – Legal Unit	Bachelor’s degree holder of Business Administration/ Management, Public Administration, Information Technology (IT) or any related course, and preferably with law background, at least nine (9) units, but not required	None required	At least one (1) year of relevant experience in data management, land titling, property management, and/or work in government agencies	None required	1.Strong organizational and data management skills 2.Familiarity with land titling processes and legal documentation 3.Effective communication and coordination skills with government offices and other stakeholders



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.depedvigancity.com

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





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

					4. Possess flexibility and adaptability 5. Willing to conduct ocular inspection and validation 6. Proficiency in Microsoft office suite and database management software 7. Outstanding technical writing skills
Technical Assistant I (Contract of Service) / 28000 + 10% premium pay / Education Support Services Division	Bachelor's Degree relevant to the job	None required	None required	None required	N/A
Administrative Support II (Disaster Preparedness and Response Program) (Contract of Service) / 20000* 10% premium pay / Education Support Services Division	Completion of at least two years in college; or Senior High School Graduate with relevant specialization	8 hours of relevant training	One (1) year of relevant experience	None required	N/A

3. Qualified applicants shall submit their documents not later than **May 23, 2025** through the DepEd RO1 – Records Section or via courier addressed to:



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@depd.gov.ph
 Website: www.depdevigancity.com

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





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

GEORGINA N. NERIDA
Department of Education Regional Office No. I
Flores St., Catbangan, City of San Fernando, La Union

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
Website: www.depedvigan.city.com

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

