



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

DIVISION MEMORANDUMNo. 49, s. 2026**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 **Planning Officer III, Administrative Assistant I, & Administrative Aide VI**.
2. The minimum Qualification Standards for the said position are as follows:

Position	Education	Experience	Training	Eligibility
Planning Officer III	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Professional) Second Level Eligibility
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
Administrative Aide VI	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/ApplicationForm-DepEdROI> not later than **January 26, 2025**.

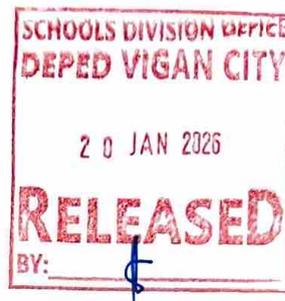




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4. Further, qualified applicants are urged to coordinate with the Administrative Officer IV – HRMO of this Division prior submission of applications to ensure veracity of documents.
5. For widest dissemination, information, and guidance.


VILMA D. EDA, CESO V
Schools Division Superintendent



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JAN 16 2026

201-1127 E/S

REGIONAL MEMORANDUM

No. 02 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			
	Education	Training	Experience	Eligibility
Planning Officer III - Anticipated Vacancy/ 18/ 51304/ Policy, Planning and Research Division	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
Administrative Assistant I/ 7/ 20110/ Quality Assurance Division	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical- Vocational- Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
Administrative Aide VI/ 6/ 18957/ Administrative Division - Personnel Section	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility





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	vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)			
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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 **January 26, 2026**.

- 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 (CS Form No. 212, Revised 2025), 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;



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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:

GEORGINA N. NERIDA

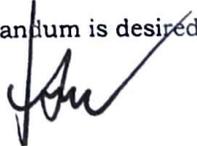
Department of Education Regional Office No. I
Flores St., Catbangan, City of San Fernando, La Union
<https://tinyurl.com/ApplicationForm-DepEdROI>

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.


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
January 14, 2026



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Enclosure No. 1

Duties and Responsibilities

re: Planning Officer III, Administrative Assistant I, Administrative Aide VI

Position/ Area of Assignment	KRA/ Duties and Responsibilities
Planning Officer III - Anticipated Vacancy/ Policy, Planning and Research Division	<p>Job Summary: To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users. To monitor and evaluate implementation of policies and guidelines related to planning and education data management systems at the Schools Division.</p> <p>KRAs:</p> <p>Planning Frame, Systems and Plans:</p> <p>A. Budget Proposal preparation</p> <ul style="list-style-type: none">Analyze Gaps/Needs for crucial resources by consolidating identified needs in their education plans;Assist Schools Division in identifying school programs and projects and in preparing the Division Budget Proposal;Analyze basic education data and provide valid, accurate, timely and relevant data and information for planning;Consult with the Stakeholders and Budget and Finance Division on the proposed budget of the region;Assist Budget and Finance in finalizing the proposed budget of the region for budget presentation/hearing and submission to management;Facilitate endorsement of the Budget Proposal by the Regional Development Council (RDC). <p>B. Budget Execution</p> <ul style="list-style-type: none">Summarize PAPs with the Allocation from the NEP/GAA;Assist the Schools Divisions in allocating funds for the different PAPs in the budget execution plans;Guide the School Divisions and RO-Functional Divisions Staff in preparing their annual operational plans to validate the Quarterly Budget Accountability Reports (BARs) for accuracy and completeness. <p>Policies And Standards:</p> <ul style="list-style-type: none">Define standards on the utilization of resources based on national standards, as well as what is applicable in the local context;Draft policies and guidelines on Implementation of specified standards. <p>Education Data Mgmt. System:</p> <ul style="list-style-type: none">Update and maintain the systems utilized in Data Center of the Region and conducts periodic quality checks;Undertake research on the latest and most applicable IT hardware and software and recommend maintenance service and updating of the technological hardware and software. <p>Research:</p> <ul style="list-style-type: none">Review research objectives and recommend appropriate data processing tools for particular research studies;



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	<ul style="list-style-type: none"> • Provide technical advice to research study teams on descriptive statistical analysis as may be necessary and applicable to the purpose of the study. <p>Technical Assistance:</p> <ul style="list-style-type: none"> • Work with a cross-functional team of EPS to identify the needs of an assigned cluster of schools divisions as basis for the region's provision of technical assistance; • Work with the PPR functional division team to identify and provide PPR interventions to respond to PPR- related concerns of the schools division in the region; • Draft policy recommendations based on data gathered in the course reviewing DEDP and conducting situation assessment and need-analysis, as well as in providing technical assistance.
<p>Administrative Assistant I/ Quality Assurance Division</p>	<p>Job Summary: This position provides administrative support to the management and staff in the effective and efficient operation of the Quality Assurance Division.</p> <p>KRAs:</p> <p>Records Management:</p> <ul style="list-style-type: none"> • Receives, records and routes documents addressed to the QAD by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents; • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files; • Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference. <p>Administrative Support:</p> <ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials; • Provides assistance and administrative support to training and conferences as assigned; • Coordinates preparation of documents needed in the operations of QAD; • Ensure security of office equipment and availability of office supplies. <p>Secretariat/Frontline:</p> <ul style="list-style-type: none"> • Schedules/calendars QAD activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time; • Travel bookings made; • Appointment, venue, meals arranged; • Received/ routed calls; • Visitors responded to follow through on inquiries.
<p>Administrative Aide VI/ Administrative Division – Personnel Section</p>	<p>Job Summary: To provide administrative support in the effective and efficient operation of the Personnel Section.</p> <p>KRAs:</p> <p>Scheduling of Administrative Division Activities:</p> <ul style="list-style-type: none"> • Schedules/calendars Administrative Division activities such as training and workshops, meetings/appointments of the Chief with other



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	<p>offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;</p> <p>Records Management:</p> <ul style="list-style-type: none">• Receives, records and routes documents addressed to the Administrative Division by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents;• Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;• Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference. <p>Administrative Support:</p> <ul style="list-style-type: none">• Prepares or encodes into electronic format word documents and other presentation materials;• Provides assistance and administrative support to training and conferences as assigned;• Coordinates preparation of documents needed in the operations of Administrative Division;• Ensure security of office equipment and availability of office supplies. <p>Secretariat/ Frontline:</p> <ul style="list-style-type: none">• Travel bookings made;• Appointment, venue, meals arranged;• Received/ routed calls;• Visitors responded to follow through on inquiries.
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Enclosure No. 2

Timeline or Schedule of Recruitment and Selection Activities

re: Planning Officer III, Administrative Assistant I, Administrative Aide VI

Activity	Indicative Date	Remarks
Publication and Posting of Vacancies	January 14, 2026	
Submission and Receipt of Application Documents	January 14-26, 2026	
Listing of ALL Applicants	January 27-February 02, 2026	*Assigns application codes
Conduct initial evaluation of the qualification of applicants (IER)	February 03-20, 2026	
Conduct of initial deliberation of the qualification of applicants (if necessary)	February 23, 2026	
Posting copy of the IER	February 23, 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	March 2-6, 2026	
HRMPSB deliberation & preparation of Comparative Assessment Result (CAR)	March 9-10, 2026	
Submission of CAR to the appointing authority and requesting instruction	March 10, 2026	
-Conduct of Background Investigation		
Posting of CAR in three (3) conspicuous places and through other modes	March 10, 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:


GEORGINA N. NERIDA
 Administrative Officer V

Noted:


RHODA T. RAZON
 HRMPSB Chairperson