



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

December 7, 2023

**DIVISION MEMORANDUM**

No. **642**, s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR A VACANT POSITION**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is **Regional Memorandum No. 926, s. 2023**, titled “**Recruitment and Selection of Applicants for a Vacant Position**”.
2. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index  
Under the following subjects

APPOINTMENT

HIRING

RECRUITMENT

SELECTION



Address: Banica, Roxas City, 5800  
Contact Number: (036) 651-8454  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



Republic of the Philippines  
**Department of Education**  
 REGION VI-WESTERN VISAYAS

DEC 05 2023

**REGIONAL MEMORANDUM**

No.          s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR A VACANT POSITION**

TO: Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. This Office announces the recruitment and selection of applicants for the position stated below:

POSITION	No. of Position	Office Assignments
Education Program Supervisor	1	Curriculum and Learning Management Division

2. The CSC Qualification Standards of the said position are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor (CLMD) OSEC-DECSEB-EPSVR-420017-2010	22	Master's degree in education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)

3. The DepEd preferred qualifications of the said position are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor (CLMD) OSEC-DECSEB-EPSVR-420017-2010	22	Master's degree in education or other relevant degree	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)

4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:



Address: Duran Street, Iloilo City, 5000  
 Telephone Nos: (033) 337-0149; 336-2816  
 Email Address: region6@deped.gov.ph  
 Website: region6.deped.gov.ph



Republic of the Philippines  
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REGION VI-WESTERN VISAYAS

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 applicable;
- f. Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 RA No. 10173 using the required form (attached Annex C of D.O No. 007, s. 2023), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing **Outstanding Accomplishments, Application of Education, and Application of Learning and Development** reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.

5. The applicants may submit the required documents through e-mail due to Community Quarantine and Health Protocols caused by COVID-19. However, the hard copies of the required documents shall follow and to be submitted (through any Courier) before the deadline.

6. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	December 5, 2023 –December 15, 2023
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	December 19, 2023



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Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	December 20, 2023
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	December 21-22, 2023
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director / Virtual	December 27, 2023
Computer Skills Test / Written Examination	ICT/Admin Office /Virtual	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director / Virtual	December 28, 2023
Submission to the Office of the Regional Director the report of HRMPSB's Comparative Assessment Result (CAR)	Office of the Regional Director	December 29, 2023
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	January 10, 2024

7. The applicants are reminded of the following:
1. Late submission of mandatory documents shall not be evaluated; and
  2. No retrieval of folders will be allowed once stamped "Received" by the office.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

References: None  
Inclosure: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT  
HIRING  
RECRUITMENT  
SELECTION

EGD/DepEdRO6-ADM-PS-RM3-029  
December 4, 2023



**Address:** Duran Street, Iloilo City, 5000  
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**Website:** region6.deped.gov.ph

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMG/HR Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, 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 applicable			
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 assessment, 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			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a] [where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.