



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

**DIVISION MEMORANDUM**  
No. 236 s. 2026

JUN 08 2026

**RECRUITMENT AND SELECTION OF APPLICANTS FOR CHIEF EDUCATION SUPERVISOR POSITION IN THE HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD), REGIONAL OFFICE VI**

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

1. Attached is Regional Memorandum No. 548, s. 2026 dated June 4, 2026, entitled "Recruitment and Selection of Applicants for Chief Education Supervisor Position in the Human Resource Development Division (HRDD)" for the information and guidance of all concerned.
2. The Department of Education Regional Office VI announces the recruitment and selection of applicants for one (1) vacant Chief Education Supervisor position assigned to the Human Resource Development Division (HRDD).
3. The qualification standards for the position are as follows:
  - a. Education – Master's Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC);
  - b. Training – Forty (40) hours of Supervisory/Management Learning and Development Intervention;
  - c. Experience – Four (4) years of Supervisory/Management Experience; and
  - d. Eligibility – RA 1080 (Teacher), as amended.
4. Interested and qualified applicants are advised to submit their application documents in accordance with the requirements, procedures, and timelines prescribed in the attached Regional Memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: Regional Memorandum No. 548, s. 2026  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

PROMOTION                  RECRUITMENT                  SELECTION



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>



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

JUN 04 2026

REGIONAL MEMORANDUM  
No. 548 s. 2026

**RECRUITMENT AND SELECTION OF APPLICANTS FOR CHIEF EDUCATION SUPERVISOR POSITION IN THE HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the Chief Education Supervisor position, details are as follows:

Position	Plantilla Item Number	No. of Vacant Position	Competency/Area of Specialization/ Residency Requirement (if applicable)	Office Assignment
Chief Education Supervisor	OSEC-DECSB-CES-420115-2014	1	HR Strategic Plan and Policies; Search, Recruitment, Selection and Placement; Professional and Career Development; Performance Management	Human Resource Development Division

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

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Chief Education Supervisor	24	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) Hours of Supervisory/ Management Learning and Development Intervention	Four (4) years of Supervisory/ Management Experience	RA 1080, as amended (Teacher)



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



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

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

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Chief Education Supervisor	24	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) Hours of Management Learning and Development Intervention	Four (4) years of Supervisory/ Management Experience	RA 1080, as amended (Teacher)

4. It is understood that the Equal Employment Opportunity Principle (EEOP) is strictly adhered to in the conduct of this activity. All interested and qualified applicants regardless of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliation or other personal circumstances are encourage to apply and submit their application letter at the Records Section of the Administrative Services Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **two (2) copies**, properly labelled, with dog ear, per document:

- a. Letter of intent addressed to the Head of Office;
- b. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
- 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 document 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



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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 (i) is not relevant to the position to be filled, if applicable.

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

Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	June 4-15, 2026
Initial Evaluation of Documents and Validation of Initial Evaluation Results	Personnel Section	June 22, 2026
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	June 23, 2026
HRMPSB Pre-Evaluation and Deliberation of the Results	Convergence Zone, Office of the Regional Director	June 24, 2026
Behavioral Events Interview		June 25, 2026
Computer Skills Test/Written Examination/Work Sample Test		June 29, 2026
HRMPSB Deliberation and Finalization of Evaluation of Results		June 30, 2026
Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	June 30, 2026
Posting of the Comparative Assessment Results (CAR)	Bulletin Board/Website and other conspicuous places	



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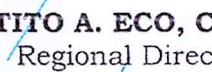
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6. The applicants are reminded of the following:
1. Individuals who failed to submit the mandatory documentary requirements (Items a to i) on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
  2. Documents submitted in less than two (2) copies shall not be evaluated. Applications for any position that do not specify the office assignment will not be accepted.
  3. All applicants shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "Received" by the office; and
  4. APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CRISTITO A. ECO, CESO III**  
Regional Director

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

PROMOTION  
RECRUITMENT  
SELECTION

EGD/ASD-PS-RM/Publication of CES position in HRDD  
029/June 4, 2026



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**CHECKLIST OF REQUIREMENTS**

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

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025), digitally signed or electronically signed			
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.	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 (Annex C)			
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.

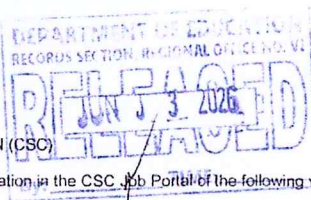
**DATA PRIVACY CONSENT**

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

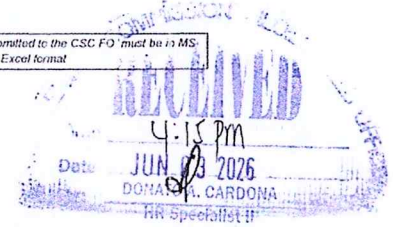
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

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



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS-Excel format



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the DEPARTMENT OF EDUCATION:

**ERNA GRACE M. DE LA MOTA**  
Administrative Officer IV/HRMO

Date: June 3, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	Chief Education Supervisor	OSEC-DECSB-CES-420115-2014	24	102603	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) Hours of Supervisory/Management Learning and Development Intervention	Four (4) years of Supervisory/Management Experience	RA 1080, as amended (Teacher)	HR Strategic Plan and Policies; Search, Recruitment, Selection and Placement; Professional and Career Development; Performance Management	Human Resource Development Division

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than June 15, 2026.

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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/degree, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the 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;
- 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 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 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
  - Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item no. 9 is not relevant to the position to be filled, if applicable.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*  
*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/recrds office, as the case may be:

**CRISTITO A. ECO, CESO III**

Regional Director

DepEd Regional Office VI, Duran Street, Iloilo City

(033) 337-0149; 336-1816/region6@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

<b>Place of Assignment :</b>	Human Resource Development Division
<b>Position Title :</b>	Chief Education Supervisor
<b>Plantilla Item No. :</b>	OSEC-DECSEB-CES-420115-2014
<b>Salary/Job/Pay Grade :</b>	24
<b>Monthly Salary :</b>	Php 102,603.00
<b>Eligibility :</b>	RA 1080, as amended (Teacher)
<b>Education :</b>	Master's degree or Certificate in Leadership and Management from the CSC
<b>Training :</b>	Forty (40) Hours of Supervisory/Management Learning and Development Intervention
<b>Work Experience :</b>	Four (4) years of Supervisory/Management Experience
<b>Competency :</b>	HR Strategic Plan and Policies; Search, Recruitment, Selection and Placement; Professional and Career Development; Performance Management

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than June 15, 2026.

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7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the 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;
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11. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 11.1 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

11.2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item no. 9 is not relevant to the position to be filled, if applicable.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**CRISTITO A. ECO, CESO III**  
Regional Director  
DepEd Regional Office VI, Duran Street, Iloilo City  
(033) 337-0149; 336-1816/region6@deped.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** June 03, 2026

**Closing Date :** June 15, 2026