



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

12 Mar 2026

DIVISION MEMORANDUM  
 NO. 135, s. 2026

**RECRUITMENT, SCREENING AND SELECTION FOR SENIOR EDUCATION  
 PROGRAM SPECIALIST AND SCHOOL PRINCIPAL II  
 POSITIONS**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the recruitment, screening and selection for Senior Education Program Specialist and School Principal II positions, this Division, to mention:

<b>Non-Teaching Positions</b>	<b>Station/Vacancy</b>	<b>Deadline of Submission</b>
Senior Education Program Specialist	School Governance and Operations Division	March 20, 2026 8:00am - 5:00pm at the Records Unit <b>*Division open ranking to be announced.</b>
School Principal II	Secondary Schools	

2. The CSC Qualification Standards of the said positions are stated below:

<b>POSITION PROFILE</b>	
Position Title: <b>Senior Education Program Specialist</b>	Salary Grade: 19 Monthly Salary: P59,153.00
Station of Deployment: <b>School Governance and Operations Division</b> School Management Monitoring and Evaluation	
<b>CSC QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.
Experience:	2 years experience in education research, development, implementation or other relevant experience
Training:	8 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
<b>JOB SUMMARY:</b>	
<input type="checkbox"/> To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.	





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To lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Quality Management System
- Assessment
- Research and Development
- Technical Assistance to Schools and Learning Center

**POSITION PROFILE**

Position Title: <b>School Principal II</b>	Salary Grade: 20
Station of Deployment: Secondary/Senior High Schools	Monthly Salary: P66,052.00

**QUALIFICATIONS:**

Education:	Master's degree in education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management
Experience:	5 years teaching experience and 2 years experience in school management and operations,
Training:	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Eligibility:	RA 1080 as amended (Teacher)

**GENERAL DUTIES AND RESPONSIBILITIES**

- Supervises and directs all school teaching and non-teaching personnel.
- Manages instructional system and sets up goals and objectives.
- Promotes and coordinates services for the holistic development of school personnel and pupils.
- Requests and Distributes instructional materials.
- Practices equitable distribution of teaching loads and observes teacher-learner ratio.
- Initiates and compiles teachers' professional documents in portfolios.
- Rates all school personnel performance and recommends promotion.
- Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.
- Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders.
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Leads the preparation of SIP/AIP and ensures participation of stakeholders.
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.





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3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the following:

4.1 For School Administration Positions: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions**

4.2 For Related-Teaching Positions: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 4: Criteria and Point System for Hiring and Promotion to Related Teaching Positions**


5. All interested applicants may register through this link: <https://bit.ly/RegVacantPositions> and are advised to submit the photocopied documentary requirements at the Records Unit properly labelled. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- a. Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent
- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet (downloadable at [depedangelescity.com](http://depedangelescity.com));
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Certificate of GWA, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of required Performance Ratings in the last rating period(s) covering one (1) year complete performance cycle prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using Annex C for Related Teaching and Annex C-2 for School Principal, notarized by authorized official. The said annexes may be downloaded at [depedangelescity.com](http://depedangelescity.com));



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- k. Other documents as may be required by the HRMPSB 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 (if applicable); and portfolio of MOVs for the assessment of identified PPST NCOIs.
6. Failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
9. Immediate dissemination of this Memorandum is desired.

  
**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Reference: DO 7, s. 2023; DO 21, s. 2024

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT  
PROMOTIONS  
RECRUITMENT

CLM/AOIV/March 12, 2026