



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

22 Apr 2026

DIVISION MEMORANDUM
 NO. 177, s. 2026

**RECRUITMENT, SCREENING AND SELECTION FOR EDUCATION PROGRAM
 SPECIALIST II POSITION**

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

1. The field is hereby informed that the recruitment, screening and selection for vacant Education Program Specialist II position is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	April 30, 2026	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	May 4, 2026	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	TBA		

2. The CSC Qualification Standards of the said position is stated below:

POSITION PROFILE	
Position Title: Education Program Specialist II	Salary Grade: 16 Monthly Salary: P45,694.00
Station of Deployment: Curriculum Implementation Division (CID) (Deployed for Alternative Learning System)	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent
Experience:	2 years experience in education research, development, implementation or other relevant experience
Training:	4 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
JOB SUMMARY:	
To provide basic education services to out-of-school children, youth and adults by assisting the PSDS in coordinating activities on ALS programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level.	
GENERAL DUTIES AND RESPONSIBILITIES:	
LITERACY ASSESMENTS	
<ul style="list-style-type: none"> - Conduct a survey of household in the assigned community to identify members who are non- literate and are target participants for ALS program. - Draw a literacy map to geographically illustrate location of non-literate members of the community and guide strategy for implementing ALS program. 	





Republic of the Philippines
Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

- Conduct assessment and evaluation of participants to establish literacy level and assess progress.

LITERACY INTERVENTIONS

- Design learning plan and developmental activities appropriate to the level of each ALS participant
- Implement learning sessions according to the rate of progress of participants and adjust activities to facilitate learning.
- Develop advocacy programs and materials for various education stakeholders (e.g LGU, families/parents, businesses) in the community to generate support for education.

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 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 regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may register through this link: <https://bit.ly/RegVacantPositions> and are advised to submit the photocopied documentary requirements at the Records Unit properly labelled and with ear tag. 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);
- 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;



Republic of the Philippines
Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

- 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** (downloadable at depedangelescity.com for Related Teaching notarized by authorized official.);
 - 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 Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).
9. Immediate dissemination of this Memorandum is desired.


ENGR. EDGARDO 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/April 22, 2026