



Republic of the Philippines
Department of Education

REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

07 July 2026

DIVISION MEMORANDUM
 NO. 276, s. 2026

RE-ANNOUNCEMENT OF THE VACANT EDUCATION PROGRAM SPECIALIST II POSITION

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

1. This Office hereby announces the re-opening of the application for the vacant Education Program Specialist II position of this Division, to mention:

| Activities | Date | Time | Venue/Attendees |
|------------------------------------|------------------|-----------------|-----------------|
| Deadline of Submission | July 14, 2026 | 8:00am - 5:00pm | Records Units |
| Initial Evaluation of Applications | July 15-16, 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: School Governance and Operations Division (SGOD) (School Management Monitoring & Evaluation) | |
| 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 assist in providing 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. | |
| ☞To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress | |
| GENERAL DUTIES AND RESPONSIBILITIES: | |
| QUALITY MANAGEMENT SYSTEM | |
| <ul style="list-style-type: none"> - Gather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes. - Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method. - Gather data and provide support in the preparation and submission of report of | |





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findings on implementation of quality assurance processes on School Planning, School Based Management and Implementation of Programs and Projects

ASSESSMENT

- Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process.
- Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.
- Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework

SCHOOL COMPLIANCE TO QUALITY STANDARDS

- Validated documents of schools requesting permit to operate
- Complete portfolio of documents of schools requesting to operate for submission to the regional office.
- Information, Education and Advocacy Programs and Materials to Accreditation Standards

RESEARCH AND DEVELOPMENT

- Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.

TECHNICAL ASSISTANCE

- Assist in the provision of Technical Assistance to schools and learning centers on the above areas.

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 **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, fastened in a PINK folder, 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;



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- 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** (downloadable at depedangelescity.com) 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);
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.

[REDACTED]
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
CLM/AOIV/July 7, 2026

PROMOTIONS

RECRUITMENT



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