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

20 Oct 2026

DIVISION MEMORANDUM
NO. 406, s. 2026

RECRUITMENT, SCREENING AND SELECTION FOR NEWLY CREATED ITEMS FOR THE IMPLEMENTATION OF REPUBLIC ACT NO. 11650

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

1. The Department of Education, through the Office of the Undersecretary for Human Resource and Organizational Development, and Infrastructure, issued **Memorandum DM-OUHRODI-2026-3866 dated October 5, 2026**, entitled *"Creation and Filling Up of Plantilla Positions for the Implementation of Republic Act No. 11650."*

2. The Memorandum provides for the creation of plantilla positions in support of the implementation of **Republic Act No. 11650**, otherwise known as the *Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act.*

3. The newly created positions are intended to strengthen the capacity of the ILRCs in providing assessment, intervention, technical assistance, referral, and other support services to learners with disabilities and other special needs.

4. In view thereof, this Office announces the recruitment, screening and selection the newly created positions and the applicable CSC Qualifications standards, to wit:

POSITION PROFILE	
Position Title: **Senior Education Program Specialist**	Salary Grade: 19 Monthly Salary: P59,153.00
Station of Deployment: Office of the Schools Division Superintendent (OSDS)	
CSC QUALIFICATIONS:	
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
JOB SUMMARY: The Senior Education Program Specialist serves as the Inclusive Learning Resource Centers Supervisor and is responsible for supervising and monitoring the implementation of ILRC programs, multidisciplinary interventions, and support services for learners with disabilities within the Schools Division Office.	

GENERAL DUTIES AND RESPONSIBILITIES:
The position supervises the implementation of inclusive education systems and ILRC operations through the implementation of the Child Find System, management of referral and support service networks, oversight of multidisciplinary assessment and IEP processes, supervision of technical assistance and capacity-building programs, promotion of research and program innovations, and oversight of transition support services, ensuring that learners with disabilities receive appropriate educational, support, and related services in accordance with Republic Act No. 11650, its Implementing Rules and Regulations, and applicable DepEd policies and standards.

POSITION PROFILE	
Position Title: **Education Program Specialist II** (*FSL Specialist/ Braille Specialist/ Reading Specialist)*	Salary Grade: 16 Monthly Salary: P45,694.00
Station of Deployment: Office of the Schools Division Superintendent (OSDS)	
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
GENERAL DUTIES AND RESPONSIBILITIES:	
The **Filipino Sign Language (FSL) Specialist** provides specialized technical expertise and support in Filipino Sign Language (FSL), accessible communication, and inclusive educational services for deaf and hard-of-hearing learners served by the Inclusive Learning Resource Center (ILRC). The position supports Child Find implementation, multidisciplinary assessment, IEP processes, referral services, technical assistance, capacity-building, resource development, and transition support, and works with schools, families, partner agencies, and other stakeholders to promote communication access and meaningful participation in inclusive education in accordance with Republic Act No. 11650, its Implementing Rules and Regulations, and relevant DepEd policies. Or The **Reading Specialist** provides specialized technical support in literacy assessment, reading intervention, and accessible literacy instruction for learners with disabilities. The position supports Child Find activities, multidisciplinary assessment, IEP implementation, referral services, technical outcomes and promoting effective participation of learners in inclusive education. Or The **Braille Specialist** provides specialized technical expertise in Braille literacy, accessible learning resources, assistive technologies, and learning accessibility services for learners with visual disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building,	

research and innovation initiatives, and transition planning activities. It likewise supports schools and teachers in developing and utilizing accessible learning resources and instructional strategies that promote independent learning, educational participation, and successful inclusion of learners with visual disabilities.

POSITION PROFILE	
Position Title: **Occupational Therapist II**	Salary Grade: 15 Monthly Salary: P42,178.00
Station of Deployment: Office of the Schools Division Superintendent (OSDS)	
CSC QUALIFICATIONS:	
Education:	Bachelor's Degree in Occupational Therapy
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	RA 1080 (Occupational Therapist)
GENERAL DUTIES AND RESPONSIBILITIES:	
The **Occupational Therapist II** provides specialized technical support in occupational therapy, functional assessment, adaptive interventions, and accessibility services for learners with disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building, research initiatives, and transition support, while assisting schools, families, and other stakeholders in promoting learner participation, functional independence, and meaningful access to inclusive education and related services.	

POSITION PROFILE	
Position Title: **Physical Therapist II**	Salary Grade: 15 Monthly Salary: P42,178.00
Station of Deployment: Office of the Schools Division Superintendent (OSDS)	
CSC QUALIFICATIONS:	
Education:	Bachelor's Degree in Occupational Therapy
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	RA 1080 (Occupational Therapist)
GENERAL DUTIES AND RESPONSIBILITIES:	
The **Physical Therapist II** provides specialized technical expertise and support in physical therapy, functional mobility, positioning, accessibility, and participation services for learners with disabilities served by the Inclusive Learning Resource Center (ILRC). The position supports the implementation of inclusive education through participation in Child Find activities, multidisciplinary assessment, Individualized Education Plan (IEP) processes, referral services, technical assistance, capacity-building, and transition support. The position collaborates with schools, families, partner agencies, and other stakeholders to promote mobility, physical function, accessibility, participation, and meaningful engagement of learners with disabilities in education and community life.	

5. 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.

6. 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**

7. 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 until **October 27, 2026** 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 the Head of Agency
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;
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 212), using **Annex C** of DepEd Order No. 7 s. 2023, notarized by authorized official (downloadable at depedangelescity.com);
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);

8. 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.

8. 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.

9. 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).

10. Immediate dissemination of this Memorandum is desired.

[redacted]
Digitally signed by Edgard C. Domingo
Date: 2026.10.21 09:43:26 +08'00'

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

Digitally initialed by Rosalin Muli
Date: 2026.10.20 15:55:57 +08'00'

Reference: DO 7, s. 2023; DO 21, s. 2024; DM-OUHRODI-2026-3866
To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/October 20, 2026