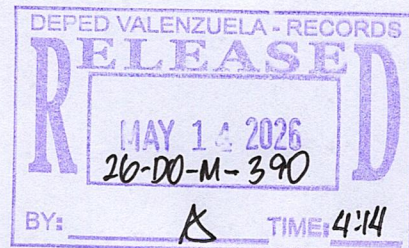




DepEd ICT Unit  
 Web Posted by: K  
 Control no.: 24 PAB 487

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**

No. 0397 s. 2026

**OPENING/RE-OPENING OF APPLICATION FOR VACANT POSITIONS IN THE  
 NATIONAL CAPITAL REGION**

To: OIC – Assistant Schools Division Superintendent  
 Chief Education Supervisors - CID and SGOD  
 Education Program Supervisors and Public Schools District Supervisors  
 Division Unit Heads  
 Public Elementary and Secondary School Heads/OICs  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

- Attached is a Regional Memorandum No. 352, s. 2026 titled *Opening/Re-opening of Application for Vacant Positions* dated May 6, 2026 from Dr. JOCELYN DR. ANDAYA, Regional Director, NCR and Concurrent Officer-in-Charge, Office of the Assistant Secretary for Governance and Operations, the content of which is self-explanatory, for information and for appropriate action of all concerned.
- Wide and immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
 Schools Division Superintendent

Encl.: As stated  
 References: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

**OPENING/RE-OPENING APPLICATION**

MAE/KC -OPENING/RE-OPENING OF APPLICATION FOR VACANT POSITIONS IN THE NATIONAL CAPITAL REGION  
 \_\_\_\_\_/May 12, 2026

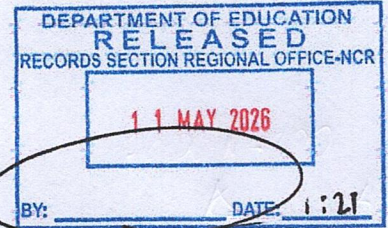


Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
 Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
 Official Website: <https://www.depedvalenzuela.com>





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

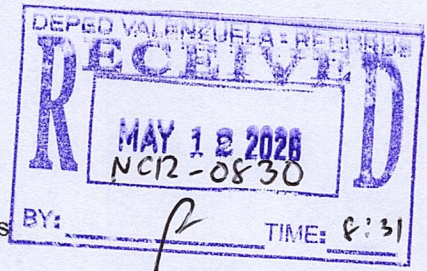
No. 352 s. 2026

**TO :** Schools Division Superintendents  
 DepEd-NCR-RO Officials & Employees  
 All Others Concerned

**FROM :** The Office of the Regional Director and concurrent  
 Officer-In-Charge, Office of the Assistant  
 Secretary for Operations

**SUBJECT :** **OPENING/RE-OPENING OF APPLICATION FOR VACANT  
 POSITIONS**

**DATE :** May 6, 2026



1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby open/reopen until May 27, 2026 @ 5:00 p.m.:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Chief Education Supervisor	OSEC-DECSB-CES-30021-2015; 30002-1998	24	2	Quality Assurance Division (QAD) & Policy, Planning & Research Division (PPRD)
Education Program Supervisor	OSEC-DECSB-EPSVR-30160; 30171, 30163; 30146; 30167	22	5	ESSD; HRDD-NEAP; CLMD; QAD
Administrative Officer V	OSEC-DECSB-ADOF5-30016; 30011-2004	18	2	Finance Division & Public Affairs Unit



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Education Program Specialist II	OSEC-DECSB-EPS2-30002-1998	16	1	HRDD-NEAP
Administrative Officer II	OSEC-DECSB-30058-2004	11	1	Finance Division
Accountant I (Re-Opened)	OSEC-DECSB-A1-30029-2015	12	1	Finance Division
Project Development Officer II	OSEC-DECSB-PDO2-30001-2024	15	1	Learner's Right & Protection Office
Supervising Administrative Officer	OSEC-DECSB-SADOF-30032-2015	22	1	Administrative Division
Administrative Aide VI	OSEC-DECSB-ADA6-30105;30110;30111-2004	6	3	ASD-Personnel Section & Field Technical Assistance Division (FTAD) Finance Division
Administrative Aide III	OSEC-DECSB-ADA3-30228-2004	3	1	Administrative Division-GSU

2. In this connection, interested and qualified applicants should submit the complete required mandatory documentary requirements properly labelled (see Annex C-DO 7, s. 2023 -List of Documentary Requirements) thru <https://primestrathr.depedncr.com.ph/rsa/registration> or hard copies at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.

3. An applicant may apply for one or more positions provided he/she meets the Qualification Standards of the position applying for and should upload/submit one set of documentary requirements per position being applied.

4. This Office welcomes all qualified applicants whether internal or external to Deped, regardless of age, sexual orientation/gender identity expressions, civil status, religion, disability, ethnicity and any political affiliation and upholds the value of equality and diversity in all aspects of recruitment and adopts the Equal Employment Opportunity Principal (EEOP).



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Website: [depedncr.com.ph](http://depedncr.com.ph)



Certificate No. P1VP QM5  
24.03.0193



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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5. For queries, please contact Ms. Elsa Mariano, Administrative Officer V-Personnel Section at [personnel.ncr@deped.gov.ph](mailto:personnel.ncr@deped.gov.ph). or at telephone number 638522919.
6. For immediate dissemination .

**JOCELYN DR ANDAYA**  
Regional Director, NCR and  
Concurrent Officer-In-Charge, Office  
of the Assistant Secretary for Operations

Encls.  
Qualification Standards/Competency requirement  
Job Description



Address: 6 Misamis St., Bago Bantay, Quezon City  
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Website: [depedncr.com.ph](http://depedncr.com.ph)



Certificate No. P1P OMS  
24 93 9193

**QUALIFICATION STANDARDS:**

**Chief Education Supervisor: Education Support Services Division (QAD)**

**Item No. :** OSEC-DECSB-CES-30021-2015;SG/24  
**EDUCATION :** Master's degree in Education or other relevant Master's Degree  
**EXPERIENCE :** 4 yrs relevant experience involving Management & Supervision  
**TRAINING :** 24 hours training in Mgt. & Supervision  
**ELIGIBILITY:** RA 1080 (Teacher)

**Additional Qualifications:**

24 hours relevant training in M&E/ Evaluation  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 4-Distinguished  
**Technical :** Level 4-Distinguished  
**Core Behavioral** Level 4-Distinguished  
**Cross-Cutting** Level 4-Distinguished

**Job Summary:**

- To facilitate, coordinate ,and provide technical inputs in the crafting of the region's policies and strategic directions towards ensuring quality, accountability and transparency in all aspects of educational management and operations, by setting up, making operational, and sustaining a Quality Management System (QMS) in the Regional Office and in all schools divisions
- To lead and manage the work of the QAD teams that will facilitate setting up quality assurance systems and standards and monitoring and evaluating performance of the regional office and that of the schools divisions.

**Chief Education Supervisor: Education Support Services Division (PPRD)**

**Item No. :** OSEC-DECSB-CES-30021-2015;SG/24  
**EDUCATION :** Master's degree in Education or other relevant Master's Degree  
**EXPERIENCE :** 4 yrs relevant experience involving Management & Supervision  
**TRAINING :** 24 hours training in Mgt. & Supervision  
**ELIGIBILITY:** RA 1080 (Teacher)

**Additional Qualifications:**

- At least 2 years relevant experience in Planning, Policy or Research
- Computer literate (word processing, spreadsheets, presentation software, internet use
- Proficient both in oral & written communication

**Competency Requirements:**

<b>Leadership:</b>	Level 4-Distinguished
<b>Technical :</b>	Level 4-Distinguished
<b>Core Behavioral</b>	Level 4-Distinguished
<b>Cross-Cutting</b>	Level 4-Distinguished

**Job Summary:**

-Facilitates the development of the regional education planning framework and systems that will guide strategic and operational plans, policies, standards and guidelines as well as providing the basic education information for making decisions towards increased access to and delivery of quality basic education.

-To lead and manage the work of the team that will operationalize and monitor the implementation of planning frame and systems in the region.

**Education Program Supervisor** : Curriculum & Learning Mgt. Division  
(CLMD-TLE)

<b>Item No. :</b>	OSEC-DECSB-EPSVR-30163-2010;SG/22
<b>EDUCATION :</b>	Master's degree in Education or other relevant Master's Degree with specific Area of specialization
<b>EXPERIENCE :</b>	2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher
<b>TRAINING :</b>	8 hours relevant training
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)

**Additional Qualifications:**

Advance Computer Skills

Proficient both in oral & written communication

**Competency Requirements:**

<b>Leadership:</b>	Level 2-Proficient
<b>Technical :</b>	Level 2-Proficient
<b>Core Behavioral</b>	Level 4-Distinguished
<b>Cross-Cutting</b>	Level 4-Distinguished

**Job Summary:**

\*To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs & projects

\*To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.

**Education Program Supervisor** : Curriculum & Learning Mgt. Division  
(CLMD-Science)

**Item No. :** OSEC-DECSB-EPSVR-30146-2010;SG/22  
**EDUCATION :** Master's degree in Education or other relevant Master's Degree with specific Area of specialization  
**EXPERIENCE :** 2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher  
**TRAINING :** 8 hours relevant training  
**ELIGIBILITY:** RA 1080 (Teacher)

**Additional Qualifications:**

Advance Computer Skills  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 2-Proficient  
**Technical :** Level 2-Proficient  
**Core Behavioral** Level 4-Distinguished  
**Cross-Cutting** Level 4-Distinguished

**Job Summary:**

- \*To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs & projects
  - \*To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- 

**Education Program Supervisor** : Education Support Services Division ESSD

**Item No. :** OSEC-DECSB-EPSVR-30160-2010;SG/22  
**EDUCATION :** Master's degree in Education or other relevant Master's Degree with specific Area of specialization  
**EXPERIENCE :** 2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher  
**TRAINING :** 8 hours relevant training  
**ELIGIBILITY:** RA 1080 (Teacher)

**Additional Qualifications:**

Advance Computer Skills

Proficient both in oral & written communication

**Competency Requirements:**

<b>Leadership:</b>	Level 2-Proficient
<b>Technical :</b>	Level 2-Proficient
<b>Core Behavioral</b>	Level 4-Distinguished
<b>Cross-Cutting</b>	Level 4-Distinguished

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**Education Program Supervisor : Quality Assurance Division (QAD)**

<b>Item No. :</b>	OSEC-DECSB-EPSVR-30167-2010;SG/22
<b>EDUCATION :</b>	Master's degree in Education or other relevant Master's Degree with specific Area of specialization
<b>EXPERIENCE :</b>	2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher
<b>TRAINING :</b>	8 hours relevant training
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>Additional Qualifications:</b>	Advance Computer Skills Proficient both in oral & written communication

**Competency Requirements:**

<b>Leadership:</b>	Level 2-Proficient
<b>Technical :</b>	Level 2-Proficient
<b>Core Behavioral</b>	Level 4-Distinguished
<b>Cross-Cutting</b>	Level 4-Distinguished

**JOB SUMMARY:**

This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions. Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Division for quality assuring their processes and outputs and outputs towards continuous improvement.

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**Education Program Supervisor** : Human Resource Development Division-NEAP R

**Item No. :** OSEC-DECSB-EPSVR-30171-2010;SG/22  
**EDUCATION :** Master's degree in Education or other relevant Master's Degree with specific Area of specialization  
**EXPERIENCE :** 2 years as School Principal or 2 years as Master Teacher or 2 years as Head Teacher  
**TRAINING :** 8 hours relevant training  
**ELIGIBILITY:** RA 1080 (Teacher)  
**Additional Qualifications:**  
Advance Computer Skills  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 2-Proficient  
**Technical :** Level 2-Proficient  
**Core Behavioral** Level 4-Distinguished  
**Cross-Cutting** Level 4-Distinguished

**JOB SUMMARY:**

Provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.

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**Supervising Administrative Officer** : Administrative Division

**Item No. :** OSEC-DECSB-SADOF-30032-2015;SG/22  
**EDUCATION :** Bachelors degree relevant to the job  
**EXPERIENCE :** 3 years relevant experience  
**TRAINING :** 16 hours relevant training  
**ELIGIBILITY:** CS professional, 2<sup>nd</sup> level Eligibility  
**Additional Qualifications:**  
Advance Computer Skills  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 3-Highly Proficient  
**Technical :** Level 3-Highly Proficient  
**Core Behavioral** Level 4-Distinguished  
**Cross-Cutting** Level 4-Distinguished

**Job Summary:**

To assist the Chief AO in supervising the Administrative Services Team and deliver timely, responsive and economical administrative services to the management and staff of the regional office.

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**Administrative Officer V (Budget Officer III):** Finance Division

**Item No. :** OSEC-DECSB-ADOF5-30016-2004;SG/18  
**EDUCATION :** Bachelors degree relevant to the job  
**EXPERIENCE :** 2 years relevant experience  
**TRAINING :** 8 hours relevant training  
**ELIGIBILITY:** CS professional, 2<sup>nd</sup> level Eligibility

**Additional Qualifications:**

Advance Computer Skills  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 2-Proficient  
**Technical :** Level 2-Highly Proficient  
**Core Behavioral** Level 3-Highly Proficient  
**Cross-Cutting** Level 2-Proficient

**Job Summary:**

To provide advice to the Regional Director through the Chief AO for Finance in the maximization of funds allocated to the region and coordinate with the Policy, Planning and Research Division of the RO in the preparation of a budget to support the plans of the region.

Lead and supervise the staff of the Budget Section in providing the region with services in budget preparation and consolidation and in monitoring budget execution and accountability.

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**Administrative Officer V (Information Officer III) : ORD-Public Affairs Unit**

**Item No. :** OSEC-DECSB-ADOF5-30011-2004;SG/18  
**EDUCATION :** Bachelors degree  
**EXPERIENCE :** 2 years relevant experience  
**TRAINING :** 8 hours relevant training  
**ELIGIBILITY:** CS professional, 2<sup>nd</sup> level Eligibility

**Additional Qualifications:**

Advance Computer Skills  
Proficient both in oral & written communication

**Competency Requirements:**

**Leadership:** Level 3-Highly Proficient  
**Technical :** Level 2-Highly Proficient  
**Core Behavioral** Level 3-Highly Proficient  
**Cross-Cutting** Level 3-Highly Proficient

**Job Summary:**

Manage communication systems, processes and mechanisms to strengthen relationships with external partners and stakeholders and media organizations and inform the public of the accomplishments of the Region. Provide direct communication support to the RD/ARD and other official Spokespersons.

Manage information and communication platforms in support of information dissemination and crisis management.

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**Project Development Officer II – ORD- Learner’s Right & Protection Office**

**Item No.:** OSEC-DECSB-PDO2-30001-2024/SG-15  
**EDUCATION:** Bachelor’s degree relevant to the job  
**EXPERIENCE:** 1 year relevant experience  
**TRAINING:** 4 hours relevant training  
**ELIGIBILITY:** CS professional, 2<sup>nd</sup> level Eligibility

**Additional Qualifications:**

Advance Computer Skills  
Proficient both in oral & written communication

**Job summary:**

To serve as a focal person for implementing the learner rights and protection policies in the Region, supervising the conduct of capability-building and advocacy communication activities, implementation of preventive measures and provision of responsive measures in the whole region.

**ACCOUNTANT I: (Finance Division)**

**Item No.:** OSEC-DECSB-A1-30029-2015/SG-12  
**EDUCATION:** Bachelor's degree in Commerce/Business Administration,  
major in Accounting  
**EXPERIENCE:** none required  
**TRAINING:** none required  
**ELIGIBILITY:** R.A. 1080 (CPA)

**Additional Qualifications:**  
Advance Computer Skills

**Competency Requirements:**

**Technical :** Level 2-Proficient  
**Core Behavioral** Level 2-Proficient

**Job summary:**

Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.

**Administrative Aide VI (Clerk III) : AD-Personnel Section**

**Item No.:** OSEC-DECSB-ADA-30103-2004/SG-6  
**EDUCATION:** Completion of two years studies in college  
**EXPERIENCE:** none required  
**TRAINING:** none required  
**ELIGIBILITY:** CS sub-professional, 1st level Eligibility

**Additional Qualifications:**  
Advance Computer Skills  
proficient both in oral & written communication

**Competency Requirements:**

**Core Behavioral** Level 1-Beginning  
**Cross Cutting** Level 1-Beginning

**Job summary:**

To provide administrative support in the effective and efficient operation of the Personnel Section

**Administrative Aide VI (Clerk III) : Field Technical Assistance Division**

**Item No.:** OSEC-DECSB-ADA-30110-2004/SG-6  
**EDUCATION:** Completion of two years studies in college  
**EXPERIENCE:** none required  
**TRAINING:** none required  
**ELIGIBILITY:** CS sub-professional, 1st level Eligibility

**Additional Qualifications:**

Advance Computer Skills  
proficient both in oral & written communication

**Competency Requirements:**

**Core Behavioral** Level 1-Beginning  
**Cross Cutting** Level 1-Beginning

**Job summary:**

To assist the management and staff and provide administrative support in the effective and efficient operation of the FTA Division

**Administrative Aide VI (Clerk III) : Finance Division**

**Item No.:** OSEC-DECSB-ADA-30111-2004/SG-6  
**EDUCATION:** Completion of two years studies in college  
**EXPERIENCE:** none required  
**TRAINING:** none required  
**ELIGIBILITY:** CS sub-professional, 1st level Eligibility

**Additional Qualifications:**

Advance Computer Skills  
proficient both in oral & written communication

**Competency Requirements:**

**Core Behavioral** Level 1-Beginning  
**Cross Cutting** Level 1-Proficient

**Job summary:**

To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division.

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**Administrative Aide III (Clerk I) : AD-General Services Unit**

**Item No.:** OSEC-DECSB-ADA3-30228-2004/SG-3  
**EDUCATION:** Completion of two years studies in college or High School Graduate with relevant vocational /trade course  
**EXPERIENCE:** none required  
**TRAINING:** none required  
**ELIGIBILITY:** CS sub-professional, 1st level Eligibility

**Additional Qualifications:**

Advance Computer Skills  
proficient both in oral & written communication

**Competency Requirements:**

**Core Behavioral** Level 1-Beginning  
**Cross Cutting** Level 1-Beginning

**Job summary:**

To provide clerical and secretariat support to AO IV for General Services and administrative services functions.

**Education Program Specialist II : SG- 16**

**ITEM No.** OSEC-DECSB-EPS2-30001-1998  
**EDUCATION :** Bachelors degree in Education or its equivalent  
**EXPERIENCE :** 2 years experience in education research, development, Implementation or other relevant experience  
**TRAINING :** 4 hours relevant training  
**ELIGIBILITY :** PBET;Teacher, Career Service Professional, Appropriate eligibility for 2<sup>nd</sup> Level Position

**Additional Qualifications:**

- At least 1 year relevant experience in Training and Development and other related HR services
- ICT literate: word, data processing, spreadsheet and presentation software, use of the internet