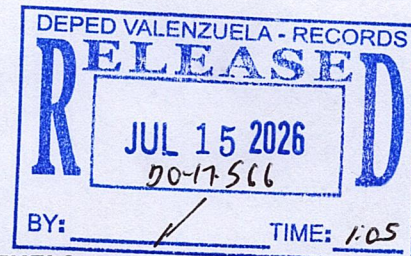


DepEd ICT Unit
Web Posted by: hw
Control no.: 24PUB 723



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. 0567, s. 2026

OPENING OF RELATED TEACHING ITEM

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads/Officer-in-Charge
All Others Concerned

1. This Office announces the acceptance of applications for the position of:

**One (1) Senior Education Program Specialist
(Planning and Research Section)**

POSITION / ITEM NUMBER	SG	MONTHLY SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PLACE OF ASSIGNMENT
OSEC-DECSB-SREPS-30009-2015	19	P59,153.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position	SGOD

2. The Schools Division Office of Valenzuela adheres to the **Equal Employment Opportunity Principle (EEOP)** in the implementation of the Agency's Merit Selection Plan. Thus, the Division allows anyone within or outside DepEd to apply for a position irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, or political beliefs.

3. **This Office reiterates the Department's Zero Tolerance Policy against corruption, especially "pay for position" schemes in appointments, promotions, and designation with the Department.**

4. All interested applicants are requested to submit the documentary requirements arranged as stated in **Annex A**, fastened in a long-expanded folder with proper tabbing, to the **Records Section, on or before July 27, 2026, until 5:00 PM**. Likewise, applicants should fill up the form at <https://tinyurl.com/sdovalenzuela-RT-NT-SH>

5. Only documents submitted on or before the deadline will be accepted. Thus, no additional or new documents will be considered during the evaluation/assessment and



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Email Address: sdovalenzuela@depd.gov.ph
Official Website: <https://www.depedvalenzuela.com>



deliberation process except for those determined by the HRMPSB that are needed for verification and validation of the initially submitted documents.

6. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Annex A), duly signed by the applicant and notarized by authorized officials. Any false and fraudulent document submitted shall be grounds for disqualification.

7. DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (Enclosure No. 4) shall be the basis of evaluation and assessment of applicants.

8. Further, for the purpose of evaluating the submitted documents for Application of Education and Application of Learning and Development, particular attention is invited to Enclosure No. 3 of DepEd Memorandum DM-OUHROD-2025-0205 dated January 28, 2025, for reference and guidance

9. For a copy of Annex A, the complete list of requirements, and the specific duties and responsibilities for the position, you may access the link at <https://bit.ly/RPMS-SDO-Val>

10. Applicants shall be notified of the recruitment activities through email/SMS. However, applicants are encouraged to regularly visit/check the SDO Valenzuela website at <https://depedvalenzuela.com> for updates and important announcements.

11. For clarifications and relevant queries, please contact the Personnel Section at **(02)-8-2934507** or email us at **sdovalenzuela@deped.gov.ph**.

12. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Reference: as stated

To be indicated in the **Perpetual Index**

Under the following subjects:

Recruitment Appointment Promotion

MCO/Opening of Non-Teaching Items

_____/July 13, 2026