



DepEd ICT Unit

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

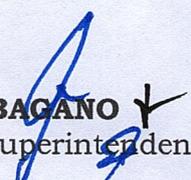
DIVISION MEMORANDUM

No. 0068 s. 2026

OPENING/RE-OPENING OF APPLICATION FOR VACANT POSITIONS

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
All Others Concerned

1. Attached is Regional Memorandum No. 022, s. 2026 entitled **“Opening/Re-opening of Application for Vacant Positions”** dated January 7, 2026 from JOCELYN DR. ANDAYA, Regional Director, NCR and Concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, for information and guidance of all concerned.

NOEL D. BAGANO 
Schools Division Superintendent

Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT

KC/DM-OPENING/RE-OPENING OF APPLICATION FOR VACANT POSITIONS
_____/January 21, 2026

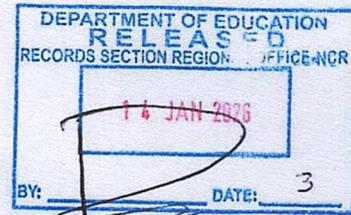


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REGIONAL MEMORANDUM

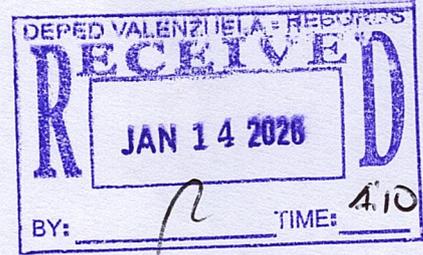
No. 022 s. 2026

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 : January 7, 2026



1. Please be informed that the submission of the application for the following vacant positions, this Office is hereby open/reopen until January 28, 2026 @ 5:00 p.m.:

POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Education Program Supervisor (Mathematics)	OSEC-DECSB-EPSSVR-30140-2010	22	1	Curriculum & Learning Management Division (CLMD)
Administrative Assistant I	OSEC-DECSB-ADAS1-30031-2015	7	1	Administrative Division-Asset Mgt. Section
Administrative Officer V (Budget Officer III- Re-Opened)	OSEC-DECSB-ADOF5-30016-2004	18	1	Finance Division



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Tel. Nos.: 920-5824; 926-2213 loc. 801
 Email Address: ncr@deped.gov.ph
 Website: <http://www.deped.gov.ph/regions/ncr/>



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POSITION	ITEM NUMBER	SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT
Education Program Specialist II (Re-Opened)	OSEC-DECSB-EPS2-30002-1998	16	1	HRDD-NEAP-R
Accountant II (Re-Opened)	OSEC-DECSB-A2 30001-1998;30030-2015	16	2	Finance Division
Accountant I (Re-Opened)	OSEC-DECSB-A1-30029-2015	12	1	Finance Division
Education Program Supervisor (Anticipated Vacancy)	OSEC-DECSB-EPSVR-30147-2010	22	1	Office of the regional Director-Learners Right & Protection Office (LRPO)
Chief Administrative Officer (Anticipated Vacancy)	OSEC-DECSB-CAO-30235-2004	24	1	Finance Division

2. In this connection, interested and qualified applicants should submit the complete required mandatory documentary requirements (see Annex C (DO 7, s. 2023) -List of Documentary Requirements) thru hrmpsb.ncr@deped.gov.ph or hard copies at the Personnel Section, this Region. Any additional documents submitted after the set deadline should not be accepted.

3. 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).

4. For queries, please contact Ms. Elsa Mariano, Administrative Officer V-Personnel Section at personnel.ncr@deped.gov.ph. or at telephone number 638522919.



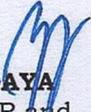
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5. For immediate dissemination .


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



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

Item No. : OSEC-DECSB-EPSVR-30140-2010;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.

Administrative Assistant I : AD-Asset Mgt. Section

Item No.: OSEC-DECSB-ADAS1-30031-2015/SG-7
EDUCATION: Completion of two year 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