DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO

RECEIVED

4313

By: [signature] Date: 9/2/25

Office of the Regional Director

September 02, 2025

ANNOUNCEMENT OF VACANCIES

TO :

SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL DIVISION CHIEFS
ALL OTHERS CONCERNED

This is to announce the vacancies in the Regional Office and the corresponding requirements per 1997 Qualification Standards Manual, DepEd Order 117 s.2010, MC 10 s.2005 and MC 12 s.2019 and MC 7 s.2025
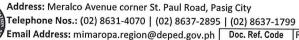
Interested and qualified applicants should signify their interest in writing. Attach the following documents (**with complete ear tags/label**) and arranged as listed below to the application letter and send to the address below not later than **September 15, 2025**.

a. **Letter of Intent addressed to the Head of Office**
b. **Fully accomplished Personal Data Sheet** (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) strictly following CSC Memorandum Circular (M.C.) Nos. 11 and 16, s. 2017 and the "Guide in Filling Up the Personal Data Sheet" with **Work Experience Sheet** (if applicable) which can be downloaded at www.csc.gov.ph; complete with signature, photo, thumb mark and **duly sworn and subscribed**, failure to do so would be tantamount to disqualification)
c. **Photocopy of valid and updated PRC License/ID, if applicable;**
d. **Photocopy of Certificate of Eligibility /Rating, if applicable;**
e. **Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;**
f. **Photocopy of Certificate/s of Training attended,** if applicable and
g. **Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;**
h. **Photocopy of latest appointment,** if applicable;
i. **Photocopy of the Performance Rating** in the last rating period(s) covering one (1) year performance in the **current/latest position** prior to the deadline of submission, if applicable;
j. DO 7 s.2023 Annex C or the **Checklist of Requirements and Omnibus Sworn Statement on the certification on the Authenticity and Veracity (CAV)** of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), duly notarized by authorized official;
k. Others (Certificate of Participation/Certificate of Recognition etc.
l. For external applicants, job description with summary of actual duties and responsibilities of previous or present position duly signed by the Head of Office or HRMO, if applicable
m. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.
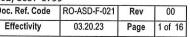
Applicable means of verification of other outstanding accomplishments as indicated in DepEd Order No. 007 s.2023 reckoned from the date of last issuance of appointment (**with complete ear tags/label**) must be completely and accurately submitted:

1. Letter of Citation or Commendation from previous Employer
2. Academic or Inter-school Awards

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	1 of 16

DepED
DEPARTMENT OF EDUCATION
BAGONG PILIPINAS

TUV NORD
ISO 9001
Certificate No. PHP QMS
24 93 0182

3. Outstanding Employee Awards

    a. Any issuance, memorandum or document showing the criteria for the Search and certificate of recognition/merit

4. Research and Innovation:
   a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
   b. Accomplishment Report verified by the Head of Office
   c. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office
   d. Certification of adoption by another school/office duly signed by the Head of Office.
   e. Proof of citation by other researchers (whose studies/research is likewise approved by competent authority) of the concept/s developed of the research.

5. Subject Matter Expert / NTWG or Committee Membership
   a. Issuance/Memorandum showing the membership
   b. Certificate of Participation or Attendance; and
   c. Output/Adoption by the organization/DepEd

6. Resource Speakership / Learning Facilitation
   a. Issuance/Memorandum/Invitation/Training Matrix;
   b. Certificate of Recognition/Merit/Commendation; and
   c. Slide deck/s used and/or Session guide/s

7. NEAP Accredited Learning Facilitator
   a. Certificate of Recognition as Learning Facilitator issued by NEAP in the Region
   b. Certificate of Accreditation as Learning Facilitator issued by NEAP Central Office

8. Application of Education (AoE)
   a. Action Plan approved by the head of agency (office)
   b. Accomplishment Report verified by the head of agency (office)
   c. Certification of the utilization/adoption signed by the authority concerned
9. Application of Learning and Development (ALD)

    a. Certificate of Training or Certification on any applicable L&D intervention acquired that must be aligned to Individual Professional Development Plan (IPPD) ;for external applicants, a certification from HR stating that the L&D intervention is aligned to the core tasks of the incumbent or previous position shall berequired;
    b. ActionPlan/Reentry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project aligned to the L&D intervention attended, duly approved by the Head of Office;
    c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office;
    d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office/s at the local/higher level.
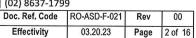
Individuals who failed to submit complete mandatory documents (**ITEMS A to J**) on the set deadline shall not be included in the pool of applicants.

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	2 of 16

QUALIFIED APPLICANTS are advised to register at the dmrojas.depedmimaroparegion.ph and follow the instructions on online submission through the site or send their application to:

NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director
DepED Regional Office IV MIMAROPA
Meralco Avenue, cor. St. Paul Road, Pasig City
mimaropa.region@deped.gov.ph and personnel.mimaroparegion@deped.gov.ph

Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 007 s.2023 re: "Guidelines on Recruitment, Selection, and Appointment in the Department of Educatiomn" to wit:

TEACHING-RELATED POSITIONS:

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
A. Education	10	10	10
B. Training	10	10	10
C. Experience	10	10	10
D. Performance	20	20	251
E. Outstanding Accomplishments	10	5	10
F. Application of Education	10	15	10
G. Application of L&D	10	10	10
H. Potential (Written test, BEI, Work Sample Test)	20	20	15
TOTAL	100	100	100

NON-TEACHING POSITIONS:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
A. Education	5	5	5	10
B. Training	5	5	10	5
C. Experience	20	20	15	15
D. Performance	10	20	20	20
E. Outstanding Accomplishments	5	10	10	10
F. Application of Education	-	10	10	10
G. Application of L&D	-	10	10	10
H. Potential (Written test, BEI, Work Sample Test)	55	20	20	20
TOTAL	100	100	100	100

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	3 of 16

BAGONG PILIPINAS

Certificate No. PHP QMS 24 93 0182

The Regional Human Resource Merit Promotion and Selections Board(HRMPSB) shall be composed of the following:

Chairperson: Cherrylou D. Repia
Director III
Office of the Assistant Regional Director

Members:

For Accountant I and Accountant II under Finance:
Ardee D.C. Ramilo, Chief Administrative Officer, Finance
Marlo Theodore R. Iledan, Accountant III, FD
Jenyl Roma D. Rodriguez, Admin Officer V, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Feejay A. Dimaculangan, Education Program Supervisor, 2nd LevelRep

For Education Program Supervisor under Curriculum and Learning Management Division:
Wendell I. Formalejo, Chief Education Supervisor, CLMD
Freddie Rey R. Ramirez, Education Program Supervisor, CLMD
Jenyl Roma D. Rodriguez, Admin Officer V, OIC-ASD
Florinda B. Dimansana, Chief Education Supervisor, HRDD
Feejay A. Dimaculangan, Education Program Supervisor, 2nd Level Representative

Secretariat:

Robina Mae D. Payao, Admin Officer IV, ASD-PS
Alvin C. Abajar, TCEII, ASD-PS
Berlyn B. Ruiz, AO II, ASD-PS
Maricris T. Alcaide, Admin Assistant I, ASD

The HRMPSB may create a subcommittee to be announced in a separate memo. Its composition depends on the position to be filled up, whether the vacant item is a teaching-related position or a non-teaching position, or whether the item is highly technical. They shall assist the HRMPSB in the conduct of recruitment and selection process. However, they shall only serve as an assistorial body. The HRMPSB shall maintain full responsibility and accountability in the results of the comparative assessment, and therefore, shall be responsible for queries and complaints pertaining to the comparative assessment.

The timeline for the process of hiring for this publication is as follows:

Activity	Responsible Unit/Office/Person	Timeline
Acceptance of applications and other requirements for employment	Records Section	September 2-15, 2025
Preliminary screening of document of applicants	HRMPSB Secretariat	September 16-19, 2025
Evaluation of documents and deliberation of applicants	HRMPSB subcommittee and Secretariat	September 22-26, 2025
Panel interview and written examination	HRMPSB subcommittee and Secretariat	September 29 to 30, 2025
Conduct of Background investigation (if requested by the Head of Office)	AO V, Personnel Designated Background Investigators	October 1-3, 2025

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	4 of 16

Certificate No. PHP QMS
24 93 0182

Submission of Comparative Assessment Result to the appointing authority	HRMPSB and Secretariat	October 6, 2025
Posting of the results of the Selection Process and email notification to applicants	AO V, Personnel Section	October 7-10, 2025
Appointment of Successful candidates	AO V, Personnel Section	TBA

The schedule is subject to change depending on the availability of the HRMPSB members due to their attendance to official business.

This notice of vacancy is open to all applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, and political affiliation.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCOMMODATED.

NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	5 of 16

Certificate No. PHP QMS
24 93 0182

NOTICE OF VACANCY

Position Title	ACCOUNTANT I		
Item No.	OSEC-DECSB-A1-300030-2014, OSEC-DECSB-A1-300031-2014 AND OSEC-DECSB-A1-300029-2014	Salary Grade	12
Parenthetical Title	NONE	Monthly Salary	32,245
Governance Level	Regional Office	Unit/Division	Accounting Section – Finance Division

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.

QUALIFICATION STANDARDS

Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	None required
Eligibility	RA 1080 (CPA)
Trainings	None required

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	6 of 16

	• Assists higher level Accountants in the analysis, verification, and consolidation of field offices' reports.
	• Reviews the financial statements and related schedules.
	  ➢ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.
	  ➢ Checks the accuracy, validity and appropriateness of income and expenditure transactions.
	  ➢ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers, and related account schedules.
	  ➢ Monitors the safekeeping of accounting records, documents, correspondences, and reports, and ensures maximum security and systematic compilation of various accounting information.
	  ➢ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.
	  ➢ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	7 of 16

NOTICE OF VACANCY

Position Title	ACCOUNTANT II(PAYROLL)		
Item No.	OSEC-DECSB-A2-300032-2014	Salary Grade	16
Parenthetical Title	None	Monthly Salary	43,560
Governance Level	**Regional Office**	**Unit/Division**	**Finance Division**

JOB SUMMARY

1. Prepares accountability and financial reports;

2. Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;

3. Reviews the financial reports and financial documents for signature of the Accountant III;

4. Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations;

5. Maintains discipline and efficiency of subordinates

QUALIFICATION STANDARDS

Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	1 year of relevant experience
Eligibility	RA 1080 (CPA)
Trainings	4 hours of relevant training

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	• Ascertains that transaction have been properly recorded in books • Verify financial statements made by subordinate, verify the journal voucher • Prepares adjusting entries and journal vouchers • Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	• Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports • Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	8 of 16

Financial Transactions Recording Procedures	• Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers • Provides inputs for improvement of accounting section • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	9 of 16

NOTICE OF VACANCY

Position Title	**Education Program Supervisor**	Subject Area	**MAPEH**
Item No.	**OSEC-DECSB-EPSVR-300101-2010**	Salary Grade	22
Parenthetical Title	None	Monthly Salary	**78,162**
Governance Level	**Regional Office**	Unit/Division	Curriculum and Learning Management Division

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 and projects;
- To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

QUALIFICATION STANDARDS

Education	Masters degree in education or other relevant degree or Masters degree with specific area of specialization
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant training
Preferred Qualifications	Possesses comprehensive knowledge and expertise in the areas of Music, Arts, Physical Education, Health, Dance and Sports. Has experience in participating in at least regional or national level competition as coach, training, or special programs related to MAPEH. Demonstrates leadership and organizational skills in the planning, implementation, and management of programs, projects, and activities related to MAPEH.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Management of Curriculum Implementation	• Conduct periodic monitoring and evaluation and submit recommendations towards

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	10 of 16

	enhancing the management and delivery of the basic education curriculum.
	• Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations.
	• Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.
	• Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
	• Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
	• Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
	• Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
Curriculum Development, Enrichment, and Localization	• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.
	• Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
	• Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
	• Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
Learning Delivery	• Conducts evaluation and submits recommendations on localized curriculum delivery or Instructional strategies innovated by Schools Divisions
	• Recommends publication of effective practices on learning delivery/ instructional

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	11 of 16

	innovations implemented by the Schools Divisions for learning and adoption.
Learning Resource	• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum • Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
Learning Outcomes Assessment	• Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap. • Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
Special Curricular Programs and Support Activities	• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.
Technical Assistance	• Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions • Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division. • Coach the schools division in implementing interventions related to curriculum management and instructional delivery. • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division • Prepares and submits reports on the results of technical assistance and corresponding p • olicy recommendations for management's consideration.

Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph

Doc. Ref. Code	RO-ASD-F-021	Rev	00
Effectivity	03.20.23	Page	12 of 16