MEMORANDUM TO:

Assistant Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Administrative Officer V Section/Unit Heads  
Elementary and Secondary School Principals  
Officers-In-Charge Public Schools All  
Concerned

ANNOUNCEMENT OF VACANT POSITIONS IN DEPED-NCR

Please see attached Memorandum from Department of Education - National Capital Region, regarding vacancies open for filling-up, contents of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.

SHERRYLL T. CAYOLA  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

July 2, 2020
RE Presbyterian University
A legacy as rich as excellence!

Misamis St, Baguio Bantay, Quezon City
Tel. Nos.: 920-5824; 926-2213 loc. B01
Email Address: ncr@deped.gov.ph
Website: http://www.deped.gov.ph/regions/ncr/
Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  

d. Outstanding Accomplishments:  
- Outstanding Employee Award  
- Innovation  
- Research & Development Project/s  
- Publication/Authorship  
- Consultant/Resource Speaker in Trainings/Seminars  

e. Official Transcript of Records (Original/Authenticated Copy)  
f. PRC License/Eligibility  
g. Certificates of relevant seminars/trainings attended  
   (conducted for at least 3-days not credited in the last promotion)  
h. Specialized Training e.g., scholarship programs/short courses/study grants  

3. The above-mentioned documents in items d, g, and h of the second paragraph should be taken within the preceding five (5) years and after the last promotion.  

4. It is further clarified that accomplishments under Innovation, Research and Development Projects, Consultancy/Speakership and attendance to trainings/seminars should have been with the prior approval of the head of office/immediate supervisor. Likewise, Publication/Authorship should be with accompanying certification from the publisher.  

For information and guidance.  

CARLITO D. ROCAFORT  
Director III  
Chairman, HRMPSB  

NOTED:  

MALCOLM S. GARMA  
Director IV  

Encls.:  
Qualification Standards  

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/
Senior Education Program Specialist: SG: 19 Human Resource Development Division
(OECD-DECSB- SREPS-30001-2020)

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 : Career Service (Professional) Second Level Eligibility

Preferred Qualification
Master’s degree in Education or in relevant discipline
4 years relevant experience
PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position
8 hours of relevant training; Academic with experience leading and managing research programs

Administrative Assistant I: SG: 7 Regional Payroll Services Unit
OSEC-DECSB- ADAS1-30023-2015

EDUCATION : Completion of 2 years studies in college
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

Additional Qualification
Must be a computer literate (MS Word/Excel)