



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
RECEIVED
02 SEP 2026
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September 2, 2026

DIVISION MEMORANDUM
NO. 462 s. 2026

**ANNOUNCEMENT OF VACANCIES FOR
RELATED-TEACHING POSITION
FY 2026**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
OIC, Public Schools District Supervisor
Public Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Iriga City hereby announces vacancy for related-teaching position in the School Governance and Operations Division, SDO Iriga City which is open for filing of application.
2. Interested applicants must meet the entry requirements/qualification standards indicated below:

POSITION TITLE	QUALIFICATION STANDARDS			
	Education	Training	Experience	Eligibility
SENIOR EUDCATION PROGRAM SPECIALIST	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Second Level Eligibility

3. Enclosure No. 1 contains the Position Profile and Job Description
4. Qualified applicants are enjoined to submit application documents (*organized as listed in Enclosure No. 2, Documents for Submission and fastened in a long size orange folder*) to the Personnel Section through the Records Section, on or before **5:00 p.m. of September 14, 2026.**

Application documents sent thru email are still required to submit hard copies on or before the deadline of submission to be included in the pool of official applicants. No additional documents shall be accepted after the deadline of submission.

5. This Office shall adopt an open ranking system based on **DepEd Order No. 07, s. 2023, Enclosure No. 4.** Applicants shall be notified of date of assessment/deliberation.



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Criteria	Breakdown of Points
	(SG 16-23)
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

- The applicant shall assume full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process.
- The official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicant's identity when posting the results.
- This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).
- Expenses relative to this activity are chargeable against the MOOE-OSDS subject to the usual accounting rules and regulations.
- Immediate and widest dissemination of this Memorandum is desired.


MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 462, s. 2026

POSITION PROFILE	
Position: Senior Education Program Specialist	Salary Grade: 19
Monthly Salary: Php 59,153.00	Place of Assignment: SGOD, SDO Iriga City
Item No.: OSEC-DECSB-SREPS-390072-2014	No. of Vacancy/ies : One (1)
MAJOR TASKS (Duties and Responsibilities)	
1. Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on HRD programs and their implementation. 2. Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs. 3. Coordinate the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed. 4. Determine professional and competency development needs of individual personnel in the schools division by implementing the system designed for such , in order to arrive at profiles on individual and group competency development needs. 5. Implement system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division. 6. Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training. 7. Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training. 8. Prepare a "Calendar of Training and Development Programs" offering to division personnel to help them determine and schedule their attendance. 9. Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel. 10. Conduct training programs (including career development programs) regularly offered to schools division personnel. 11. Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development 12. Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings 13. Disseminate to school division personnel opportunities for scholarships and accept applications. 14. Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars 15. Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship 16. Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar	



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17. Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship.
18. Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
19. Coordinate the installation and ensure continuous operation and maintenance of the TDIS
20. Supervise encoding of training records in the TDIS to ensure accuracy
21. Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development in the schools division.
22. Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO
23. Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO
24. Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition.
25. Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace.
26. Design and implement process for gathering data on welfare needs of employees.
27. Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups.
28. Review, propose and coordinate implementation of reward and recognition programs
29. Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management.
30. Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback to management
31. Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations



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Enclosure No. 2 to Division Memorandum No. 462, s. 2026

DOCUMENTS FOR SUBMISSION	
I – BASIC REQUIREMENTS	
a.	Original Letter of Intent addressed to the Schools Division Superintendent, attention: Administrative Officer IV, Personnel Section, indicating the position being applied for
b.	Original duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) with Work Experience Sheet, form can be downloaded at www.csc.gov.ph
c.	Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
d.	Photocopy of Certificate/s of Training (acquired after the last promotion but within the last five (5) years, for those applying for promotion)
e.	Photocopy of Certificate of Employment/Contract of Service/ Service Record
f.	Photocopy of latest Appointment (for those applying for promotion)
g.	Photocopy of valid and updated PRC License/ID
h.	Photocopy of Certificate of Eligibility/Report of Rating
i.	Photocopy of Performance Rating in the last rating period/s covering one (1) year performance in the current or previous job prior to the deadline of submission
j.	Original Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) sworn before a public officer authorized to administer oaths Note: Form can be downloaded thru: https://tinyurl.com/CklistNT0925
Note: Application with incomplete basic documents will not be entertained	
II – OTHER DOCUMENTS FOR COMPARATIVE ASSESSMENT	
k.	Documentary Evidence/s for Outstanding Accomplishments: (earned after the last promotion, for those applying for promotion)
•	Awards and Recognition
a.	Outstanding Employee Award
1.	Any issuance, memorandum or document showing the Criteria for the Search; and
2.	Certificate of Recognition/Merit
•	Research and Innovation
1.	Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
2.	Accomplishment Report verified by the Head of Office
3.	Certification of the utilization of the innovation or research, within the school/office duly signed by the Head of Office
4.	Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
5.	Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research



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- *Subject Matter Expert/ Membership in National Technical Working Groups (TWGs) or Committee*
 1. Issuance/Memorandum showing membership in NTWG or Committees;
 2. Certificate of Participation or Attendance and;
 3. Output/Adoption by the organization/DepEd
 - *Resource Speakership/Learning Facilitation*
 1. Issuance/Memorandum/Invitation/Training Matrix;
 2. Certificate Recognition/Merit/Commendation/Appreciation and;
 3. Slide deck/s used and/or Session guide/s
 - *NEAP Accredited Learning Facilitator*
 1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- l. Application of Education**
1. Action Plan approved by the Head of Office
 2. Accomplishment Report verified by the Head of Office
 3. Certification of the utilization/adoption signed by the Head of Office
- m. Application of Learning and Development**
1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
 2. Action Plan/Re-entry Action Plan (REAP) Job Embedded Learning (JEL) Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office
 3. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level
 4. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level



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