

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong



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February 25, 2015

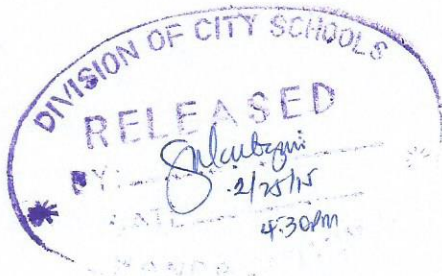
MEMORANDUM

TO : Education Program Supervisors/Public School District Supervisor
Division Chiefs
Public Elementary and Secondary School Principals

Enclosed is a copy of the unnumbered Memorandum dated **January 26, 2015** of **Secretary Br. Armin A. Luistro FSC, re: Announcing the Existing Vacant And New Positions for Third Level Positions in the DepEd-Central Office**, for information and guidance.

Interested applicants must submit the documents stated in the 2nd paragraph to the **Personnel Division, DepEd-C.O.** not later than **February 27, 2015**

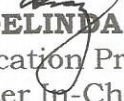
Immediate and wide dissemination of this **Memorandum** is desired.



For:

NERISSA L. LOSARIA, CESO VI
Officer In-Charge
Office of the Schools Division Superintendent

By:


ERDELINDA G. DIAZ
Education Program Supervisor
Officer In-Charge of the Division



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON (Department of Education)
(DEPARTMENT OF EDUCATION) National Capital Region
PAMBANSANG PUNONG REHIYON (NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

6

RELEASED
FEB 18 2015
Time: _____

February 6, 2015

Memorandum to-

Schools Division Superintendents
DepEd-NCR-RO Chiefs of Divisions

Enclosed is a copy of the unnumbered Memorandum dated January 26, 2015 of Secretary Br. Armin A. Luistro FSC, re: **Announcing the Existing Vacant and New Positions for Third Level Positions in the DepEd-Central Office**, for information and guidance.

Interested applicants must submit the documents stated in the 2nd paragraph to the Personnel Division, DepEd-C.O. not later than February 27, 2015.

dlu
LUZ S. ALMEDA
Director IV

Incls.:
As stated

#947
DIVISION OF CITY SCHOOLS
RECEIVED
By: *Joseph*
Date: 24 FEB 2015
Time: 10:00 AM
MANDALUYONG



Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

26 January 2015

MEMORANDUM

**ANNOUNCING THE EXISTING VACANT AND NEW POSITIONS
FOR THIRD LEVEL POSITIONS IN THE DEPED CENTRAL OFFICE**

To : Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Regional Directors
Schools Division Superintendents
Chief of Divisions
All other concerned

This is to announce the existing vacant and new positions for **Director IV** and **Director III** in the following offices at the Central Office:

DIRECTOR IV

1. Bureau of Education Assessment*
2. Bureau of Curriculum Development *
3. Bureau of Learning Resources *
4. Bureau of Human Resource and Organizational Development
5. Bureau of Learner Support Services
6. National Educators Academy of the Philippines
7. Disaster Risk Reduction and Management Service
8. External Partnership Service
9. Finance Service
10. Information and Communications Technology Service
11. Legal Service
12. Planning Service
13. Public Affairs Service

DIRECTOR III

1. Bureau of Human Resource and Organizational Development (2 items)
2. Bureau of Learning Resources

** Existing Vacant Position*

In this connection, interested applicants for third level positions should submit the following documents to the Personnel Division on or before **27 February 2015**:

- a. Letter of Intent (addressed to the Secretary)
- b. Duly accomplished Personnel Data Sheet (PDS) or the CSC Form 212
- c. Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, assignments in the past five (5) years, successful programs, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received
- d. One (1) original and one (1) Certified True Copy of the Updated Service Record
- e. One (1) Certified True Copy of Certificate of Eligibility

- f. One (1) Certified True Copy of the Performance ratings for the last 3 rating periods

Note: for external applicants, performance evaluation from the previous employer

- g. Photocopy of one (1) government-issued ID
h. Any other relevant documents for the position being applied for

The evaluation of candidates shall be done by the DepEd National Search Committee (NSC), which was reconstituted under DepED Memorandum No. 111, s. 2012.

The appointment to third level positions shall be prioritized in the following order:

- a. Career Executive Service Officers (CESOs);
- b. Career Executive Service Eligibles (CESEs);
- c. Those who already passed the written examinations (MAT-B) but have yet to complete the other stages of CES eligibility process;
- d. Those who have been validly conferred by the Civil Service Commission (CSC), Career Service Executive Eligibility (CSEE) and Career Executive Officer Eligibility (CEOE), but have yet to complete the other stages of the CES Eligibility process;
- e. Those who have applied for the written examinations (CES/MAT-B); and
- f. Incumbents who have not yet applied for CES examinations or have failed the same.

As such, the NSC shall also recommend to the Secretary the promotion/appointment of candidate based on the above prioritization. Thus, we can only consider the appointment of a candidate in item **b** provided those in item **a** are placed or recommended for promotion. However, aside from the eligibility, which is one of the requirements for promotion to third level positions, the NSC shall also consider other factors such as education, training, performance, experience, result of the NSC interview, etc.

In addition, in the event that a qualified applicant will be recommended to the President, the status of appointment is *permanent* if he/she was conferred a CESO, otherwise, he/she will be appointed in an *acting capacity or temporary* in nature subject to compliance to the CES requirements.

Immediate dissemination is desired.


Br. ARMIN A. LUISTRO FSC
Secretary