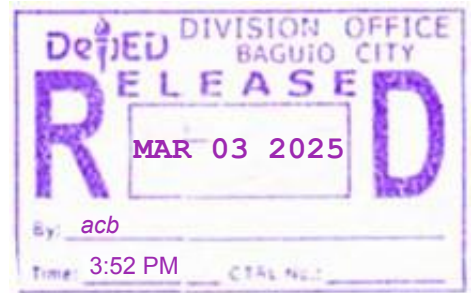




Republic of the Philippines
Department of Education



MEMORANDUM

To : Regional Directors
Schools Division Superintendents
All Others Concerned

From : **PETER IRVING C. CORVERA**
Undersecretary
Office of the Secretary

WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

Subject: **VACANCY ANNOUNCEMENT FOR THIRD-LEVEL POSITIONS**

Date : 25 February 2025

The DepEd National Search Committee (NSC)-Screening Committee, which was reconstituted under DepEd Memorandum No. 048, s. 2024 (*Amendment to DepEd Memorandum No. 090, s. 2022 [Reconstituting the National Search Committee for Third Level Positions]*), is tasked to evaluate candidates/applicants for third-level.

In this connection, this is to announce the vacancies for third-level positions: **Schools Division Superintendent (SDS), and Assistant Schools Division Superintendent (ASDS)**. The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	Experience	Training	Eligibility
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CES eligible and/or EMT passer

Interested applicants shall submit the following application documents (soft copies/PDF) through <https://tinyurl.com/3rdLevelApp> on or before **15 March 2025**:

1. Letter of intent addressed to Secretary Sonny Angara, indicating the position/s applying for;
2. Accomplished CSC Form 212 (Personal Data Sheet), including Work Experience Sheet [notarized];
3. Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, and assignments and trainings attended in the past five (5) years;
4. Abstract of Innovations, Project documentation, or any proof of implementation highlighting specific contribution, including narrative of its impact
5. Service Records;
6. Transcript of records;
7. Performance evaluation records for FY 2024 (CESPES, OPCRIF, and/or IPCRF);
8. Self-certification disclosing all administrative/civil/criminal charges, if there are any, together with the executive summary of pending cases, copies of complaints, counter-affidavits, and other supporting documents;
9. ID picture;
10. One-page profile of candidates; and
11. Any other relevant documents.

The application templates and forms can be downloaded through **<https://tinyurl.com/3rdLevelForms>**.

Qualified applicants shall undergo assessment, evaluation, and interview by the NSC-Screening Committee. The result shall be the basis for recommending the candidates for appointment to said positions. However, the NSC will also consider other factors such as education, training, performance, experience, legal impediments, etc.

For inquiries and concerns, please contact the BHROD-Personnel Division through email address: 3rdlevel@deped.gov.ph or telephone number: (02) 86339345.

Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
Office of the Secretary
osec@deped.gov.ph