



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 2, 2026

DIVISION MEMORANDUM

No. 050, s. 2026

ANNOUNCEMENT OF VACANCY FOR
THE EDUCATION PROGRAM SPECIALIST II (SCHOOL MANAGEMENT
MONITORING AND EVALUATION) POSITION

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Chiefs – CID and SGOD
Public Schools District Supervisors / OIC-PSDSs
Interested Applicants
All Others Concerned

1. This is to announce to the field that this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB), will conduct a comparative assessment of the following vacant positions:

POSITION TITLE	NUMBER OF VACANCY / IES	PLACE OF ASSIGNMENT
Education Program Specialist II	1	Office of the Schools Division Superintendent – School Governance and Operations Division

2. The reference for the comparative assessment for non-teaching positions is **Deped Order No. 07, s. 2023**
3. Attached as **Annex A** is the Notice of Vacancy which includes the Position Title, Plantilla Item Number, Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, Place of Assignment, and Job Summary.
4. Attached as **Annex B** are the list of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.




Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

6. All interested applicants are requested to submit the application requirements to the following venues:

POSITION TITLE	PLACE OF ASSIGNMENT	VENUE FOR THE SUBMISSION OF REQUIREMENTS
Education Program Specialist II	Office of the Schools Division Superintendent – School Governance and Operations Division	DepEd SDO Personnel Section

7. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed with the Comparative Assessment.
8. The deadline for submission is **Friday, February 13, 2026, at 3:00 pm. It is therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.
9. This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations, and disability.
10. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
11. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province Official Website (www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.
12. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
13. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

ANNEX A

NOTICE OF VACANCIES

POSITION PROFILE: Education Program Specialist II		
SALARY GRADE: 16	MONTHLY SALARY: 45,694.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none">Office of the Schools Division Superintendent – School Governance and Operations Division	
ITEM NUMBER/S:	<ul style="list-style-type: none">OSEC-DECSB-EPS2-390035-2014	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree in education or its equivalent	
EXPERIENCE:	2 years experience in education, research, development, implementation, or other relevant experience	
TRAINING:	4 hours of relevant training	
ELIGIBILITY:	RA 1080 (Teacher) / Career Service (Professional) / Appropriate Eligibility for Second Level Position	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progressGather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on:<ul style="list-style-type: none">(a) School Planning(b) School Based Management(c) Implementation of Programs & Projects as basis for continuous improvement.Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method.Gather data as basis for M&E report on the performance of the Schools Division along:<ul style="list-style-type: none">(a) TA to schools and LCs(b) Equitable Distribution of educational resources to schools and LCsGather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes.Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework.Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use.Gather data to assess result of tracking progress and for grading purposes.Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process.		



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

POSITION PROFILE: Education Program Specialist II

- Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.
- Information, Education and Advocacy Programs and Materials to Accreditation Standards.
- Validated documents of schools requesting permit to operate.
- Complete portfolio of documents of schools requesting to operate for submission to the regional office.
- Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
- Assist in the provision of Technical Assistance to schools and learning centers on the above areas.

CHECKLIST OF REQUIREMENTS

Annex B

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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, if applicable			
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 Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.