



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

July 23, 2026

DIVISION MEMORANDUM
NO. 368 s. 2026

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR EDUCATION
PROGRAM SPECIALIST II

To: Asst. Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. Please be informed that the position below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum requirements:

Vacant Position: **EDUCATION PROGRAM SPECIALIST II**
Salary Grade: 16
Item Number: EPS2-570076-2014

A. Qualifications	
Education	Bachelor's degree in education or its equivalent and completion of academic requirements for master's degree relevant to the job
Training	8 hours relevant training
Experience	2 years experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080; Career Service (Professional) Appropriate Eligibility for 2nd Level Position

JOB DESCRIPTION:

- To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.



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2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **JULY 29, 2026, 5:00 PM.**

- Letter of intent (addressed to the Schools Division Superintendent)
- Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2026) and Work Experience Sheet, if applicable
- Photocopy of valid and updated PRC License/ID, if applicable
- Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- Photocopy of Certificate/s of Training, if applicable
- Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- Photocopy of latest appointment, if applicable
- Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- 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.
- Other documents as may be required for comparative assessment Means of Verification (MOVs) showing Outstanding Accomplishment, 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.

3. **Applicants are expected to:**

- Bring all original documents for verification purposes.
- Submit **ONE** comprehensive set of application documents, even if applying for multiple positions. However, a **separate Registration Confirmation and Checklist of Requirements** must be included for each position applied for.

4. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for teaching-related** positions.



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5. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapleachingrelatedreg> and print out the registration form and checklist and attach one copy of each to your application folder submitted to this office. **Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants.**

For information and dissemination.

Jay S. Montealto
2026.07.23
18:10:17 +08'00'

JAY S. MONTEALTO, CESO V
Schols Division Superintendent

Department of Education Division of Dapitan City	
RELEASED	
No. <u>3168</u>	Date: <u>7/24/26</u>
Time: <u>11:42</u>	By: <u>[Signature]</u>

