Republic of the Philippines
Department of Education
REGION V – BICOL

RELEASED 20259
By: Date:

13 Nov 2026

REGIONAL MEMORANDUM
No. 01536 s. 2026

ANNOUNCEMENT OF VACANCY

To: Assistant Regional Director
Schools Division Superintendents
Division Chiefs and Section/Unit Heads of this Office
All DepEd RO V Employees
All Others Concerned

1. We are pleased to inform you that due to the resignation of the incumbent, the position of the **Project Development Officer II** at the **Office of the Regional Director-Public Affairs Unit (ORD-PAU)** of this office is now open for ranking to all interested and qualified applicants.

2. Application letters, together with the following supporting documents for ranking, arranged in the order indicated below and properly tabbed, must be submitted to the Personnel Section through the Records Section **on or before 5:00 PM on December 2, 2026.**

a. Letter of intent addressed to the Head of Office;
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) with 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 records, 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;
For designation orders, include a certification from the Human Resource Management Officer (HRMO) regarding the inclusive dates.
h. Photocopy of the latest appointment, if applicable;
i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents

DepED
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Website: https://region5.deped.gov.ph/

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

November 24, 2026

DEPED DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
By:
Date: NOV 24 2026 8:37

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisor
Elementary and Secondary School Heads
All Other Concerned

For information, guidance, and dissemination.

By Authority of the OIC—Schools Division Superintendent:

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge

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submitted and Data Privacy Consent Form, pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form *(Annex C)*, notarized by an authorized official; and

k. Other documents for comparative assessment, such as but not limited to:

   i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of applicant's last promotion

      The components of Outstanding Accomplishments are as follows:

      a. Awards and Recognition;
      b. Research and Innovation;
      c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
      d. Resource Speakership/Learning Facilitation; and
      e. NEAP Accredited Learning Facilitator

   ii. Photocopy of Performance Rating obtained from the relevant work experience, if the performance rating in Item (2i) is not relevant to the position being applied for, if applicable.

3. Applicants who fail to submit the complete mandatory documents (items 2a to 2j) on the set deadline shall not be included in the pool of official applicants. However, the non-submission of additional documentary requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the prescribed deadline.

5. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicants' identities when posting the results.

6. The applicants shall assume full responsibility and accountability for the completeness, authenticity, and veracity of all submitted documents, as evidenced by the Omnibus Sworn Statement (item 2j), duly signed by the applicant. The Human Resource Management Officer (HRMO) shall check and verify the completeness, authenticity, and veracity of the submitted documents. Any false and fraudulent document submitted shall be grounds for disqualification.

7. Internal applicants occupying positions considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from submitting the documentary requirements listed in item no. 2.

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8. This Office shall adopt an Open Ranking System. Applications shall be evaluated in accordance with Enclosure No. 5 of DepEd Order No. 7, s. 2023, titled *"Guidelines on Recruitment, Selection, and Appointment in the Department of Education"*, copy attached.

9. The details of the position, including Salary Grade, Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities), are provided in the attached sheets for reference and guidance. A copy of this Memorandum may also be downloaded from the official website of DepEd Region V at depedregion5.net and from the official Facebook page, DepEd Region V - Bicol.

10. The Department of Education Regional Office No. V considers applications from all interested and qualified applicants for employment without regard to age, sex, sexual orientation or gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristic protected by law. This Office likewise upholds the values of equality and diversity across all elements of its recruitment, selection, and placement processes, in accordance with the Equal Employment Opportunity Principle (EEOP).

11. The schedule of activities related to the pre-evaluation of documents, final evaluation, interviews, and other assessments to be conducted by the HRMPSB will be announced through a separate advisory.

12. Immediate and widest dissemination of this Memorandum is earnestly desired.

GILBERT A. SADSAD
Regional Director

References: DepEd Order No. 19, s. 2022
DepEd Order No. 7, s. 2023
Republic Act No. 7041
CSC MC No. 8, s. 2025

To be indicated in the Perpetual Index
under the following subjects.

EVALUATION HIRING QUALIFICATIONS

AD-PS/matb
11/13/2026

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MAJOR TASKS (Duties and Responsibilities)

Position: Project Development Officer II	**Salary Grade:** 15
Monthly Salary: Php 42,178.00	**Place of Assignment:** Office of the Regional Director Public Affairs Unit
Item No.: OSEC DECSB-PDO2-390060-2014	**No. of Vacancy/ies:** One (1)

QUALIFICATION STANDARDS

Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional)/Second Level Eligibility

GENERAL OFFICE FUNCTIONS

The Office of the Regional Director (ORD) leads and engages Regional Office units, Schools Division Offices, partners, and other educational stakeholders in providing quality and accessible basic education through policy and direction setting, partnership building, enforcement of standards, and resource management.

The Public Affairs Unit (PAU) provides the stakeholders with accurate, adequate, and timely information and strengthens linkages with internal and external stakeholders towards enhanced awareness and perception of the Region and of the Department.

JOB PURPOSE

- Provide assistance to the Information Officer III in the general functions stated.
- Act as the Alternate Information Officer.
- Manage information and communication platforms in support of information dissemination and crisis management.

MAJOR TASKS (Duties and Responsibilities)

Communication Systems and Processes

- To implement the national communications framework developed at the national level and to manage communication protocols at the RO and SDOs
- To follow set standards on issuance of print and non-print materials as prescribed by the Department
- To facilitate immediate action on matters concerning the Region in coordination with the concerned Unit/Divisions/SDOs

Communication Linkages

- To facilitate the conduct of media and public relations events
- To prepare and develop project/communication proposals for approval of the Unit Head and/or the Regional Director and facilitate their successful implementation
- To provide information/updates for utilization in the print, broadcast, and online communication platforms of the Unit

Communication Support

- To act as the alternate Information Officer in his/her absence
- To prepare information materials (messages, speeches, talking points, consolidated data) needed for RD's interview, press conferences/media briefings and other Public Relations (PR) engagements
- To assist in coordination with the concerned Unit/Division/SDOs and other agencies in preparation of incident reports and updates for timely endorsement of the Unit Head
- To cover/document events and file and organize output materials
- To gather information and consolidate data for internal and external clients

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