



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION

DepED Complex, Meralco Ave., Pasig City, Philippines



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Regional Operations

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03 February 2014

MEMORANDUM

ANNOUNCING THE EXISTING AND FORTHCOMING  
VACANCIES FOR THIRD LEVEL POSITIONS

To : Regional Directors  
Schools Division Superintendents

The DepED National Search Committee (NSC), which was reconstituted under DepED Memorandum No. 111, s. 2012, is tasked to evaluate candidates/applicants for third level positions such as Bureau/Service/Center Directors, Regional Directors, Assistant Regional Directors, Schools Division Superintendents (SDS) and Assistant Schools Division Superintendents (ASDS).

In this connection, interested applicants for third level positions should submit the following documents to their respective regions on/or before 28 February 2014:

- Letter of intent
- 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
- Service Records
- Clearances
- Performance evaluation records
- Any other relevant documents

The initial evaluation of candidates shall be done by the Regional Search Committee (RSC) as stated in DepEd Memorandum 366, s. 2010. The results together with the supporting documents in seven (7) copies and a short-list of at least three (3) candidates for every vacant position, shall be submitted to the Personnel Division, Central Office on/or before 30 April 2014.

The result of the NSC interview is valid for two (2) years. Thus, candidates who have completed the evaluation process of the NSC are already included in the pool of qualified applicants.

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

- Career Executive Service Officers (CESOs);
- Career Executive Service Eligibles (CESEs);
- Those who already passed the written examinations (MAT-B) but have yet to complete the other stages of CES eligibility process;

*To: SDSs  
Please submit this, please.  
Thanks. Jol Bluf  
Feb 2014*

- 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.

  
RIZALINO D. RIVEA  
Undersecretary

Albert's Files/Vacancy Announcement

Received: Joseph  
2/17/14  
4655