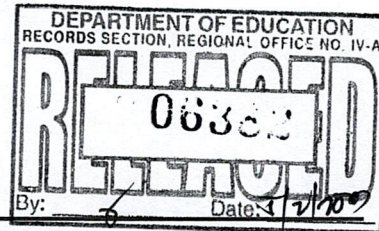




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



25 April 2023

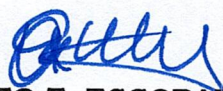
**Regional Memorandum**

No. 223 s. 2023

**COMPETENCY PROFILING FOR OFFICER-IN-CHARGE  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

To: **Schools Division Superintendent**  
**All Others Concerned**

1. The Regional Search Committee (RSC) shall conduct a competency profiling for the position of Officer-In-Charge Assistant Schools Division Superintendent.
2. Applicants in this competency profiling must possess the following:
  - a. Assessment Center (AC) passers or higher;
  - b. Holders of Master's degree in Education or any related courses preferably specializing in educational administration or education and development; and
  - c. With at least three (3) years of leadership and management experience in the Department of Education.
3. Interested applicants must submit the following on or before May 12, 2023:
  - a. Letter of Intent;
  - b. Updated and duly filled up Form 212 (Personal data Sheet);
  - c. Copy of Certificate of Passing the AC; and
  - d. Duly signed certification and service record indicating the leadership and management experience in the Department of Education.
4. The competency profiling shall be done in three (3) stages: Stage 1: Competency Assessment; Stage 2: Competency Validation; and Stage 3: Interview. The schedule of these screening processes shall be announced in separate issuance.
5. Thereafter, a background investigation of the shortlisted applicants shall be conducted to validate the applicant's track record, work attitude, and moral integrity.
6. For queries, please contact Ms. Ann Geralyn T. Pelias, Chief Administrative Officer through email at [rsc.calabarzon@deped.gov.ph](mailto:rsc.calabarzon@deped.gov.ph).
7. For immediate and widest dissemination.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

ROA/R1



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