



Republic of the Philippines
Department of Education

OCT 1 02012

DepEd MEMORANDUM
No. **189**, s. 2012

ANNOUNCEMENT OF VACANT THIRD LEVEL POSITIONS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Department of Education (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 (RDs), schools division/city superintendents (SDSs) and assistant schools division/city superintendents (ASDSs).
2. Enclosed is the list of existing and forthcoming vacancies in the third level positions until June 2013.
3. In this connection, this Department is inviting all interested applicants for the third level positions for the existing and forthcoming vacancies to submit the following documents to their respective regions on/or before **October 15, 2012**.
 - a. Letter of Intent;
 - b. Detailed Curriculum Vitae, including a list and description of any qualifying examinations, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
 - c. Service Records;
 - d. Performance Evaluation Records; and
 - e. Any other relevant documents.
4. In case of application for SDSs and ASDSs positions, the initial evaluation of candidates shall be done by the Regional Search Committee (RSC) as stated in DepEd Memorandum No. 366, s. 2010 and the results together with the supporting documents in seven (7) copies, shall be submitted to the Personnel Division, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City on/or before **November 15, 2012**.
5. The applicants to a certain position may not be considered for a particular station/assignment; however, their preferred place of assignment will be strongly considered.

6. The criteria for the evaluation of the NSC interview are as follows:

a. Alignment to DepEd Programs and Its Thrust	15%
b. Capacity to Manage Change	15%
c. Work Standards	10%
d. Creativity and Innovation	10%
e. Honesty and Integrity	15%
f. Motivational Fit	15%
g. Stress Tolerance	10%
h. Oral Communication and Presentation Skills	10%
	100%

The result of the NSC interview shall be valid for two (2) years. Thus, candidates who have completed the evaluation process of the NSC shall be included in the pool of qualified applicant. Whenever there are vacant positions and after the posting/publication as required under Republic Act No. 7041 otherwise known as "*An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor, and for Other Purposes,*" the NSC may recommend to the Secretary the promotion of candidates who are in the pool of qualified applicants.

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

- a. Career Executive Service Officers (CESOs);
- b. Career Executive Service Eligibles (CESEs);
- c. Those who already passed the written examinations (MAT-B) but have yet to complete the other stages of CES Eligibility process;
- 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, the NSC can only consider the appointment of a candidate in Item 6.b provided those in Item 6.a are placed or recommended for promotion.

Aside from the eligibility, which is one of the requirements for promotion to the 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.

8. This Memorandum should be construed in the light of Commission on Election (COMELEC) Resolution No. 9385 and DepEd Memorandum No. 157, s. 2012, stating the dates when the transfer or movement, appointment and promotion of officers and employees are prohibited.

9. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

References:

DepEd Memorandum: (Nos. 157, s. 2012; 111, s. 2012; 366, s. 2010)

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

APPOINTMENT, REAPPOINTMENT, EMPLOYMENT
OFFICIALS
PROMOTION

Madel: Vacancy Third Level
1661-October 8, 2012

EXISTING AND FORTHCOMING VACANCIES IN DEPED

as of 01 October 2012

Region	Director IV/III	Schools Division Superintendent (SDS)	Assistant Schools Division Superintendent (ASDS)
Region No. I		Division of Pangasinan I Division of Vigan City	
Region No. II		Division of Cagayan	Division of Isabela Division of Nueva Ecija
Region No. III			Division of Pampanga
Region No. IV-A		Division of Antipolo City Division of Lipa City Division of Calamba City	Division of Batangas City Division of Laguna Division of Lucena City Division of San Pablo City
Region No. IV-B		Division of Marinduque Division of Calapan City	Division of Marinduque Division of Occidental Mindoro Division of Palawan Division of Puerto Princesa City Division of Romblon
Region No. V		Division of Sorsogon Division of Sorsogon City	Division of Albay Division of Sorsogon
Region No. VI	Director IV	Division of Negros Occidental	Division of Iloilo Division of Negros Occidental
Region No. VII		Division of Bohol	
Region No. VIII		Division of Calbayog City Division of Leyte	
Region No. IX	Director IV	Division of Zam. del Sur	
Region No. X		Division of Gingoog City Division of Lanao del Norte Division of Tangub City	Division of Misamis Oriental
Region No. XII		Division of General Santos City Division of Sultan Kudarat Division of Cotabato	
Region No. XIII		Division of Agusan del Sur	
CAR		Division of Baguio City Division of Kalinga	

Region	Director IV/III	Schools Division Superintendent (SDS)	Assistant Schools Division Superintendent (ASDS)
NCR		Division of Marikina City Division of Taguig City-Pateros Division of Valenzuela City	Division of Pasig City

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