



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



13 May 2025

REGIONAL MEMORANDUM

No. 324.2025

DISSEMINATION OF MEMORANDUM "ACCEPTANCE OF 2ND BATCH OF APPLICANTS FOR THE VACANT THIRD-LEVEL POSITIONS"

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. Attached is a memorandum from the Office of the Undersecretary for Human Resource and Organizational Development, titled "ACCEPTANCE OF 2ND BATCH OF APPLICATIONS FOR THE VACANT THIRD-LEVEL POSITIONS."
2. Interested applicants shall submit all required application documents, as specified in the attached memorandum, in soft copy (PDF format) via <https://tinyurl.com/3rdLevelApp> on or before **May 30, 2025**.
3. For information, guidance and compliance.

Digitally signed by ESTELA
P. LEON-CARIÑO EdD,
CESO III
Date: 2025.05.13 08:34:01
+08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ASD/PS/msc

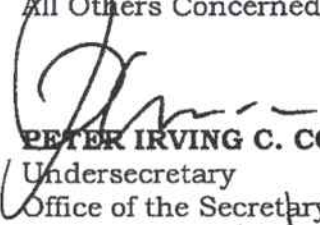



Republic of the Philippines
Department of Education



MEMORANDUM

To : Regional Directors
Schools Division Superintendents
All Others Concerned

From : 
PETER IRVING C. CORVERA
Undersecretary
Office of the Secretary


WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


Subject: **ACCEPTANCE OF 2ND BATCH OF APPLICANTS FOR THE VACANT THIRD-LEVEL POSITIONS**

Date : 30 April 2025

In reference to the Memorandum dated 25 February 2025, titled **Vacancy Announcement for Third Level Positions**, specifically for Schools Division Superintendent (SDS), and Assistant Schools Division Superintendent (ASDS) positions, this is to announce that the National Screening Committee-Search Committee (NSC-SC) is accepting applications for vacancies for SDS and ASDS positions (2nd Batch). The minimum qualification standards for the said positions are as follows:

Position	Qualification Standards			
	Education	Experience	Training	Eligibility
SDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision, 1 year as ASDS	32 hours of training in management and supervision	Career Executive Service Officer (CESO) or CES eligible
ASDS	Master's degree in Education or its equivalent	5 years of relevant experience involving management and supervision	32 hours of training in management and supervision	CES eligible and/or EMT passer

Interested applicants shall submit the following application documents (soft copies/PDF) through <https://tinyurl.com/3rdLevelApp> on or before **30 May 2025**:

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1. Letter of intent addressed to Secretary Sonny Angara, indicating the position/s applying for;
 2. Accomplished CSC Form 212 (Personal Data Sheet), including Work Experience Sheet [notarized];
 3. Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, and assignments and trainings attended in the past five (5) years;
 4. Abstract of Innovations, Project documentation, or any proof of implementation highlighting specific contribution, including narrative of its impact
 5. Service Records;
 6. Transcript of records;
 7. Performance evaluation records for FY 2024 (CESPES, OPCR, and/or IPCRF);
 8. Self-certification disclosing all administrative/civil/criminal charges, if there are any, together with the executive summary of pending cases, copies of complaints, counter-affidavits, and other supporting documents;
 9. ID picture;
 10. One-page profile of candidates; and
 11. Any other relevant documents.

The application templates and forms can be downloaded through <https://tinyurl.com/3rdLevelForms>.

Qualified applicants shall undergo assessment, evaluation, and interview by the NSC-SC. The result shall be the basis for recommending the candidates for appointment to said positions. However, the NSC-SC will also consider other factors such as education, training, performance, experience, legal impediments, etc.

The schedule of interviews for the 2nd batch of qualified applicants will be announced through a separate issuance.

For inquiries and concerns, please contact the BHRD-Personnel Division through email address: 3rdlevel@deped.gov.ph or telephone number: (02) 8633-9345.

Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
Office of the Secretary
osec@deped.gov.ph