



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

April 28, 2025

DIVISION MEMORANDUM

No. 231 s, 2025

INVITATION TO APPLY FOR SENIOR EDUCATION PROGRAM SPECIALIST

TO: Human Resource Merit Promotion and Selection Board
School Administrators
Public School Heads
All Others Concerned

1. This office hereby announces the acceptance of application for Senior Education Program Specialist (SEPS) as indicated below.

Governance Level	Position/SG	Unit/Division
Schools Division Office	Senior Education Program Specialist (SEPS) / SG 19	School Governance and Operations Division – Human Resource Development

2. The basic qualification standards of the abovementioned positions are as follows:

Position Title/Description	Education	Experience	Training	Eligibility
Senior Education Program Specialist	Bachelor’s degree in Education or its equivalent and completion of academic requirements for master’s degree relevant to the job	2 years of experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

3. Interested applicants regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation may submit the following documentary requirements to the Personnel Section of this division through the Records Unit on or before **May 14, 2025**. Securely fasten all documents in a long folder, arranged as listed below:

- a. Letter of intent addressed to the Schools Division Superintendent;



Address: Diversion Road, Barangay. Gaas, Baybay City, Leyte
Telephone #: (53) 563-7615
Email Address: baybay.city @depd.gov.ph

- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet;
 - c. Photocopy of valid and updated PRC License/ID;
 - d. Photocopy of Certificate of Eligibility/Report of Rating;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees;
 - f. Photocopy of Certificate/s of Training;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment; if applicable
 - i. Photocopy of the Performance Ratings in the last rating period covering one (1) year performance prior to the deadline of submission;
 - j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled.
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - l. k.1 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
 - m. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form;
 - n. Other documents as may be required for comparative assessment, such as but not limited to:
 - k.1 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
4. Applicants will be evaluated and assessed based on DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education).
5. The Schools Division of Baybay City upholds the value of equality and diversity into all elements of its recruitment system and adopts the Equal Employment Opportunity Principle (EEOP).
6. Applicants shall assume full responsibility and accountability of the validity and authenticity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify the applicant from the selection process.
7. Schedule of activities relative to the recruitment are as follows:

Activity	Date	Person / Place
Deadline of submission of application	May 14, 2025	HR thru Records Section
Orientation of the guidelines	May 2, 2025 2:00 PM	HRMO / SDO Conference Hall, Diversion Road, Brgy. Gaas, Baybay City, Leyte



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Check applicants qualification vis-à-vis Qualification Standards	May 15, 2025	HRMO
Release letter of information to applicants of the result of the initial evaluation	May 18, 2025	HRMO/HRMPSB Secretariat
Interview, written exam, and Computer Literacy Test	To be announced	To be announced
Assessment and evaluation of submitted documents, Confirmation of points	To be announced	To be announced
Posting of Comparative Assessment Result (CAR)	To be announced	To be announced

8. Expenses incurred relevant to the aforementioned activity are chargeable to OSDS/MOOE Funds subject to the usual accounting and auditing roles and regulations.
9. Wide and immediate dissemination of this memorandum is desired.

MANUEL P. ALBAÑO, PhD, CESO V
Schools Division Superintendent

Incl.: As stated
Reference: D.O. 07, s., 2023
To be indicated in the perpetual index under the following subjects:

HRM POLICY RECRUITMENT EEOP



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