



Republic of the Philippines  
**Department of Education**  
 Region III – Central Luzon  
**SCHOOLS DIVISION OFFICE OF BALANGA CITY**

Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**

No. 307 s. 2026

**DIVISION RANKING FOR EXISTING AND ANTICIPATED VACANCIES IN  
 NON-TEACHING POSITIONS IN SDO BALANGA CITY**

To: Assistant Schools Division Superintendent  
 Chiefs of Functional Divisions  
 HRMPSB Committee Members and Secretariat  
 Units/Section Heads  
 Elementary and Secondary School Administrators  
 All Qualified Applicants

1. This Office announces the conduct of the Division Ranking for the following existing and anticipated vacancies in non-teaching positions in SDO Balanga City, to wit:

POSITION TITLE and APPLICATION LINK	SG	SCHEDULE OF F2F RANKING	VENUE
Chief Education Supervisor <a href="https://tinyurl.com/CHIEF-ES-SGOD-JUNE2026">https://tinyurl.com/CHIEF-ES-SGOD-JUNE2026</a>	24	June 29, 2026	SDO Conference Hall
Education Program Supervisor <a href="https://tinyurl.com/EPS-SGOD-JUNE2026">https://tinyurl.com/EPS-SGOD-JUNE2026</a>	22		
Senior Education Program Specialist <a href="https://tinyurl.com/SEPS-SGOD-JUNE2026">https://tinyurl.com/SEPS-SGOD-JUNE2026</a>	19		

2. Complete details and Qualification Standards (QS) of the positions, which the applicant must meet, can be found in Enclosure No. 1 of this Memorandum.
3. All interested qualified applicants, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs, may signify their intent and submit the following documents in Portable Document



Address: DFS Phase III, Talisay, Balanga City  
 Email Address: balanga.city@deped.gov.ph  
 Telephone No: (047) 935-0210



Format (PDF), by filling-up the google form through the links provided **until 5:00 PM of June 19, 2026.**

**MANDATORY REQUIREMENTS (For Initial Evaluation as to meeting the QS)**

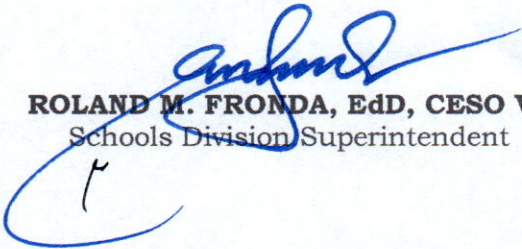
- Letter of intent addressed to the Head of Office
  - Duly accomplished and notarized PDS (CS Form No. 212, revised 2025)
  - Work Experience Sheet with detailed duties and responsibilities relevant to the position applying for
  - Photocopy of Voter's ID and/or proof of residency
  - Photocopy of valid and updated PRC License/CSC Eligibility, if applicable
  - Photocopy of Certificate of Eligibility/Rating, if applicable
  - Photocopy of educational/academic records such as Transcript of Records (TOR) and Diploma including the completion of Graduate and Post-graduate units/degrees, if any
  - Photocopy of Certificate/s of Relevant Training or professional development programs, if applicable. (acquired after the last promotion but within the last 5 years)
  - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
  - Photocopy of latest appointment, if applicable.
  - Photocopy of the Performance Rating for the last rating period covering one (1) year (12 months) of performance in the current or latest position relevant to the position applied for, prior to the deadline of submission, if applicable.
  - 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the prescribed form, notarized by the authorized official.
  - Other documents as may be required by the HRMPSB
4. Forms/templates such as PDS (CS Form No. 212, revised 2025), Checklist of Requirements, and Omnibus Sworn Statement on CAV can be downloaded from SDO's official website <https://depedbalanga-shs.edu.ph>
5. All applicants are advised to keep a copy of their submitted response (e.g., email confirmation or screenshot showing "Your response was submitted") as proof in case of technical issues.
6. Individuals who fail to submit complete mandatory requirements by the set deadline shall not be included in the pool of official applicants.
7. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the applicants' identities when posting the results.



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8. The evaluation and assignment of points shall be guided by **Enclosure No. 4** (*Criteria and Point System for Hiring and Promotion to Related-Teaching Positions*) for Education Program Supervisor and Senior Education Program Specialist positions and **Enclosure No. 5** (*Criteria and Point System for Hiring and Promotion to Non-Teaching Positions*) for Chief Education Supervisor position pursuant to **DepEd Order No. 007 s. 2023** or the *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*.
  
9. **All applicants shall be notified of the initial evaluation results through a written notice sent through their official email address. Moreover, those found to be qualified based on the approved Qualification Standards of the position must bring the rest of their documents per criteria enumerated in DepEd Order No. 007 s. 2023, including the hard copies of the documents submitted online, on the day of the ranking. Only documents at hand shall be credited.**
  
10. The time of the open ranking shall be provided in the notification letter.
  
11. Immediate dissemination of this Memorandum to all concerned is desired.

  
**ROLAND M. FRONDA, EdD, CESO V**  
 Schools Division Superintendent

Encls.: as stated  
 Reference: DO No. 007 s. 2023

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

APPOINTMENT	EMPLOYMENT
HIRING	POLICY
RECRUITMENT	RULES AND REGULATIONS
SELECTION	

Ref. No.: OSDS-PER-2026-\_\_\_\_  
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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_ s. 2026)

### QUALIFICATION STANDARDS AND POSITION PROFILE

Position Title:	<b>CHIEF EDUCATION SUPERVISOR</b>
Unique Item No.:	OSEC-DECSB-CES-150265-2014
Salary Grade:	24
Monthly Salary:	102,603.00
Station/Place of Assignment:	SDO – School Governance and Operations Division (SGOD)
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>	
Education:	Master's degree in education or other relevant Master's degree
Experience:	4 years relevant experience in management and supervision
Training:	24 hours training in management and supervision
Eligibility:	RA 1080 (Teacher)
<p>Job Summary:</p> <ul style="list-style-type: none"> <li>• To provide strategic direction and technical inputs to the management of the Schools Division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness</li> <li>• To lead and manage the work of the team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish and manage a conducive learning environment and ensure learner readiness to learn.</li> </ul>	

Position Title:	<b>EDUCATION PROGRAM SUPERVISOR</b>
Unique Item No.:	Anticipated Vacancy
Salary Grade:	22
Monthly Salary:	81,796.00
Station/Place of Assignment:	SDO – School Governance and Operations Division (SGOD)
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>	
Education:	Master's degree in education or other relevant degree; Master's degree with specific area of specialization
Experience:	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training:	8 hours of relevant training
Eligibility:	RA 1080 (Teacher)



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**Job Summary:**

To develop and supervise implementation of special programs and projects of the Schools Division Office towards the holistic development of learners (non-curricular\*) and provide technical assistance to schools to help them implement sustainable programs and projects (\* programs related to learner development: e.g. palaro, leadership development, boy scouting, girl scouting, etc.) and educational support e.g. brigade eskwela, adopt a school, etc.)

Position Title:	<b>SENIOR EDUCATION PROGRAM SPECIALIST</b>
Unique Item No.:	Anticipated Vacancy
Salary Grade:	19
Monthly Salary:	59,153.00
Station/Place of Assignment:	SDO – School Governance and Operations Division (SGOD)
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>	
Education:	Bachelor's degree in education or its equivalent and completion of academic requirements for master's degree relevant to the job
Experience:	2 years experience in education, research, development, implementation, or other relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
Job Summary:	To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education. To lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress