



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 11, 2026

DIVISION MEMORANDUM
No. 077 s. 2026

**ANNOUNCEMENT OF THE VACANT POSITIONS IN THIS OFFICE
AND INVITATION TO APPLY**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Division Office Personnel
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the following vacant position in this Office and Invitation to apply:

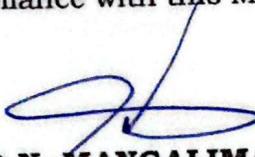
<i>Position Title</i>	<i>Salary Grade</i>	<i>Assignment</i>
School Principal I	19	Elementary
Education Program Supervisor	22	School Governance and Operations Division
Accountant I	12	Secondary (NSF)
Administrative Officer II	11	Elementary (Bunga ES)
Administrative Officer II	11	Elementary (Almeria CS)
Administrative Aide VI (DEMO)	6	Secondary (Caibiran NHS)
Administrative Aide VI (DEMO)	6	SDO- OSDS Personnel Section
Administrative Aide IV (RMO)	4	Secondary (MNVS)
Security Guard I	3	Secondary (Culaba NVS)
Security Guard I	3	Secondary (Naval School of Fisheries)
Administrative Aide II (Messenger)	2	Elementary (NCS)
Administrative Aide III (Utility Worker II)	3	Secondary (BNAHS & CNVS)
Administrative Aide I (Utility Worker I)	1	Secondary (Caibiran NHS)

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply and may submit their Letter of Intent and Personal Data Sheet (CS Form No. 212, Revised 2025) supported with the documents indicated in the enclosure **with proper tabbing per criterion** not later than **February 25, 2026**.
3. Attached are the criteria points, and supporting documents for reference. Registration Link is app.rspbiliran.com, Application documents may be submitted through the Division Office Records Section or through email at: records.biliran@deped.gov.ph cc biliran@deped.gov.ph or via courier addressed to:

ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent
DepEd Biliran, Larrazabal, Naval, Biliran



4. Failure to submit the Letter of Intent and the supporting documents on or before the deadline would mean waiver of the right to be included in the evaluation/ranking for the said positions.
5. The written examination, behavioral events interview, evaluation of documents and deliberation of Comparative Assessment Result is tentatively scheduled on March _____ at the **SDO Biliran Conference Hall**. Qualified applicants will be notified through a letter, email, text, or call about the screening and interview schedules.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent



BASIC DOCUMENTARY REQUIREMENT

1. Letter of intent addressed to the Head of Office or highest human resource officer.
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable.
3. Photocopy of valid and updated PRC License/ID, if applicable.
4. Photocopy of Certificate of Eligibility/ Report of Rating, if applicable.
5. 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, if available.
6. Photocopy of Certificate/s of Training, if applicable.
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
8. Photocopy of latest appointment, if applicable.
9. Photocopy of the Performance Ratings in the last rating period(s) covering (1) year performance prior to the deadline of submission, if applicable.
10. 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.
11. Other documents as may be required for comparative assessment, such as but not limited to:
 - a) 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.
 - b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (9) is not relevant to the position to be filled.

POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)
Education Program Supervisor (SGOD)				
Administrative Aide II (Messenger)	Elementary School Graduate	None Required	None Required	None required (MC 11, s 96 - Cat III)
Administrative Aide III (Utility Worker II)	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s 96 - Cat III)
Security Guard I	High School Graduate	None Required	None Required	Security Guard License (CSC MC 11, s. 1996, as amended by CSC MC 10, S. 2013 - Cat. IV)
Administrative Aide	Completion of two years	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
Administrative Aide	Completion of two years	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
Machine Operator	School Graduate with relevant	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

DIVISION OF BILIRAN
 (ARRAZABAL, NAVAL BILIRAN)
RELEASED
 BY: [Signature] 5-15
 DATE: 21-26