



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY  
P2, Hamorawon, Calbayog City, Western samar

June 9, 2025

DIVISION MEMORANDUM  
No. 252, s. 2025

**RECRUITMENT, SELECTION, AND APPOINTMENT (RSA)  
FOR LEGAL OFFICER AND SENIOR EDUCATION PROGRAM SPECIALIST (SEPS)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby informs the field that the Recruitment, Selection, and Appointment (RSA) for **LEGAL OFFICER and SENIOR EDUCATION PROGRAM SPECIALIST positions** will now commence for all interested applicants.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **June 23, 2025, until 5:00 in the afternoon ONLY**, to wit:

POSITION	DOCUMENTS
<b>ATTORNEY III AND SENIOR EDUCATION PROGRAM SPECIALIST</b>	a. Letter of Intent addressed to the Head of Office, or the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. A photocopy of Civil Service Career Professional Eligibility or any second-level eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	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 Rating for the last 3 rating periods covering one (1) year of performance before the assessment, if applicable;
	j. 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 (Annex C), notarized by the authorized official;
	k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:

	<p>i. 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; and</p> <p>ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.</p>

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
ATTORNEY III	Education	Bachelor of Laws
	Experience	1 year of relevant experience
	Training	4 hours of training
	Eligibility	RA-1080 (BAR)
SENIOR EDUCATION PROGRAM SPECIALIST	Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for a master's degree relevant to the job
	Experience	2 years of experience in education, research, development, implementation or other relevant experience
	Training	8 hours of training
	Eligibility	RA 1080 Career Service (Professional) Appropriate Eligibility for Second-Level Position

4. The RESA process shall be based on the guidelines outlined in DepEd Order No. 007, series of 2023. 2023, which can be browsed at [deped.gov.ph](http://deped.gov.ph)

6. Applicants shall be evaluated using the following criteria:


CRITERIA	Breakdown of Points	Breakdown of Points
	NON-TEACHING POSITIONS (SG 10-22)	TEACHING RELATED POSITIONS (SG 10-22)
a. Education	5	5
b. Training	10	10
c. Experience	15	15
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of Learning and Development	10	10
h. Potential (Written Exam, Work Sample Test, BEI)	20	20
TOTAL	100	100



7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
A perusal of Documents by the HRMPSB	June 24, 2025
Orientation and Written Examination	June 25, 2025
Interview and Confirmation of Points	June 30, 2025

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. For information, guidance, and compliance of those concerned.

*For:*   
**MARGARITO A. CADAYONA, JR. PhD, CESO-VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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