


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MEMORANDUM

NCR No. 463 s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : **CALL FOR APPLICATIONS FOR ASSISTANT REGIONAL DIRECTOR (ARD) POSITION**

DATE : June 5, 2023

1. Enclosed is a copy of Memorandum of Atty. Revsee A. Escobedo, Undersecretary for Operations dated May 23, 2023, relative to the announcement of vacancy for Assistant Regional Director (ARD) position, for information and guidance of all concerned.
2. In this connection, it is requested that interested qualified applicants should submit letter of intent to this Office, not later than June 8, 2023, for recommendation.
3. For immediate dissemination.



Address: Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

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Republic of the Philippines
Department of Education
OPERATIONS

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : *Escobedo*
Atty. REVSEE A. ESCOBEDO
A
Undersecretary for Operations

Sigamit
GLORIA JUMAMIL-MERCADO
A
Undersecretary for Human Resource and Organizational
Development

SUBJECT : **Call for Applications for Assistant Regional Director (ARD)
Position**

DATE : May 23, 2023

Pursuant to DepEd Memorandum No. 090, s. 2022, titled "Reconstituting the National Search Committee for Third Level Positions", this Office announces the acceptance of applicants for the **Assistant Regional Director (ARD)** position. Interested applicants are to be screened and **shall be recommended by the concerned Regional Directors**, taking their competence, integrity, and diligence into consideration. The minimum and preferred qualifications for the position are listed below:

CSC-PRESCRIBED QUALIFICATION STANDARDS

Education : Bachelor's Degree
Experience : Three (3) years supervisory experience
Training : None required
Eligibility : Career Executive Service Eligible/Office (CESE/CESO)
Career Service Executive Eligible (CSEE)

PREFERRED QUALIFICATION STANDARDS

Education : Master's Degree
Experience : Five (5) years as full-fledged Schools Division Superintendent
Training : Forty (40) hours relevant supervisory/managerial training
Eligibility : Career Executive Service Officer V (CESO V)

PD_AJG/04172023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600

Email: oure@deped.gov.ph; Website: www.deped.gov.ph

Tel. No. : (02) 8622-5212; (02) 8621-8100

Licensure Examination for Teachers (LET) Passer
Performance: At least "Very Satisfactory" for the last three rating periods Career Executive Service Performance Evaluation System (CESPES)

Kindly submit your recommendations through email at 3rdlevel@deped.gov.ph on or before **09 June 2023 (Friday), 5:00 PM**, with the following supporting documents:

- a. Duly accomplished and updated Personal Data Sheet (CSC Form 212);
- b. Detailed Curriculum Vitae, including a list and description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
- c. Service Records;
- d. Certificate of Eligibility; and
- e. Performance Rating for the last two (2) rating periods (2021 and 2022)
 - CESPES ratings from Career Executive Service Board;
 - Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF).

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its Merit Selection Plan.

For questions and concerns, please contact Mr. Allan Gutierrez/Ms. Rhea Amor Cayapan at telephone 86336682/86339345 or email at 3rdlevel@deped.gov.ph.

For your guidance and appropriate action.

