



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

NCR No. 1257, s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS
DEPED-NCR RO EMPLOYEES
ALL OTHERS CONCERN**

FROM : **JOCELYN DR. ANDAYA**
Director IV

SUBJECT : **PROFILING OF ELIGIBLE ASPIRANTS FOR
3rd LEVEL POSITION**

DATE : November 30, 2023

1. Please be informed that this Office will conduct the Profiling of Eligible Aspirants to 3rd Level Position particularly for Schools Division Superintendent and Assistant Schools Division Superintendent, to come up with the Pool of Eligible Applicants, for career succession opportunities.
2. In this connection all interested and qualified applicants must submit the documentary requirements through this link https://bit.ly/3rdLVL_Docu_Upload_SDS / https://bit.ly/3rdLVL_Docs_Upload_ASDS not later than December 15, 2023 at 5:00 p.m. Those who previously submitted their application may update their supporting documents, if there is any.
3. Enclosed is a copy of the approved Qualification Standard (Unique Position) for the said position.



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Enclosure to RM No. _____s. 2023

QUALIFICATION STANDARDS

• **SCHOOLS DIVISION SUPERINTENDENT**

EDUCATION : Master's degree in Education or its equivalent

EXPERIENCE: 5 years relevant experience involving management and supervision, 1 year as Assistant Schools Division Superintendent

TRAINING : 32 hours of training in management and supervision

ELIGIBILITY : Career Executive Service (CES)

• **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

EDUCATION : Master's degree in Education or its equivalent

EXPERIENCE : 5 years relevant experience involving management and supervision

TRAINING : 32 hours of training in management and supervision

ELIGIBILITY : Career Executive Service (CES)