



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR 096 s. 2024

TO : **Dr. Joel T. Torrecampo**-OIC,SDS-Pasay City
Dr. Cynthia L. Ayles-OIC,SDS-Marikina City
Dr. Isabelle S. Sibayan-OIC,ASDS-Quezon City
Dr. Brian E. Ilan-OIC-ASDS, Caloocan City

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

SUBJECT : **Submission of Required Documents for
Appointment to 3rd Level Position**

DATE : February 8, 2024

1. Enclosed is a copy of the letter dated February 6, 2024 of Atty. Revsee A. Escobedo, Undersecretary, relative to the submission of documentary requirements, for possible appointment to 3rd level position, for information and guidance.
2. Documents enumerated in the 2nd paragraph of the said letter should be submitted to BHROD-Personnel Division, Deped-CO, ASAP.
3. For immediate dissemination and compliance



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

06 February 2024

JOCELYN DR. ANDAYA

Regional Director

DepEd National Capital Region (NCR)

Misamis St., Bago Bantay, Quezon City

Dear Director Andaya:

In connection with the conducted National Search Committee (NSC)-Screening Committee interviews last 2023 and as deliberated by the NSC, please be informed that the following officials passed the screening/evaluation for third-level positions:

NAME	Eligibility	Present Position/Assignment
For Schools Division Superintendent (SDS)		
JOEL T. TORRECAMPO	CESO VI	OIC-SDS, Pasay City
CYNTHIA L. AYLES	EMT, CESO VI	OIC-SDS, Marikina City
For Assistant Schools Division Superintendent (ASDS)		
ISABELLE S. SIBAYAN	CES Eligible	OIC-ASDS, Quezon City
BRIAN E. ILAN	CES Eligible	OIC-ASDS, Calocan City

In this connection, please advise the concerned official to submit to this Office, the soonest possible time, the original and two (2) photocopies of the following documents:

1. Updated Personal Data Sheet (CSC Form 212, revised 2017);
2. Comprehensive Curriculum Vitae;
3. Service Record;
4. Certificate of No Pending Case/s issued by the DepEd Regional Office;
5. Clearances from the offices of the Ombudsman, *Sandiganbayan*, Civil Service Commission, and the National Bureau of Investigation (NBI); and
6. Self-certification disclosing all administrative/civil/criminal charges filed against concerned official/s together with the executive summary of pending cases, copies of complaints, counter-affidavits and other supporting documents.

On the other hand, we regret to inform you that the other candidates for third-level positions, who were interviewed by the committee, did not meet the cut-off score of



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eighty percent (80%). Thus, they will be subjected to the next round of interviews. The NSC Secretariat shall inform you of the final date of the interview.

For further details, please contact Ms. Rhea Amor Cayapan of the BHRD-Personnel Division at telephone number (02) 633-6682 or mobile number 0956-8445791.

Very truly yours,

Atty. REVSEE A. ESCOBEDO
Undersecretary