February 10, 2026

DIVISION MEMORANDUM
No. 78 s. 2026

ANNOUNCEMENT OF VACANCY FOR SENIOR EDUCATION PROGRAM SPECIALIST POSITION IN THE SCHOOLS DIVISION OFFICE PROPER

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
HRMPSB Members
Secondary/Elementary Principals/OICs
All Others Concerned

1. This is to announce that the ranking for the Senior Education Program Specialist vacant position in the Schools Division Office Proper, this Schools Division shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
February 20, 2026	Submission of documents listed in Item No.4 to the Records Unit	Applicants
February 23, 2026	Initial evaluation of documents based on DepEd Order No. 7.s.2023	HRMPSB
February 25, 2026	Emailing of qualified applicants	HRMPSB Secretariat
February 27, 2026	Evaluation of documents	HRMPSB
March 2, 2026	Submission of the CAR to the SDS	HRMPSB Secretariat

2. The SDO Bulacan preferred qualification standards are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Senior Program Specialist (SG 19)	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years of experience in education research, development, implementation or other relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility

3. The evaluation of documents shall be based on DepEd Order No.7.s.2023.

4. Interested applicants to the vacant positions shall submit the following documentary requirements to the Record's Unit on or before February 20, 2026. No additional documents shall be accepted after the set deadline.

    a. Letter of intent addressed to the Head of Office
    b. Duly accomplished Personal Data Sheet
    c. Photocopy of Certificate of Eligibility
    d. Photocopy of scholastic/academic records such as Transcript of Records/Diploma, including completion of graduate and post-graduate units/degrees
    e. Photocopy of Certificate/s of Training
    f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record
    g. Photocopy of latest appointment if applicable
    h. Photocopy of Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission
    i. 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 pursuant to RA No.10173
    j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to.

i. Means of Verification (MOV's) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and

ii. Photocopy of the Performance Rating obtained from the relevant work experience if Performance Rating is not relevant to the position to be filled.

5. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.

6. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.

7. Wide dissemination of this Memorandum is highly desired.

CECILIA E. VALDERAMA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

HR/lbp