



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION ADVISORY**  
No. 039, s. 2026

JAN 30 2026

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

Pursuant to Regional Memorandum No. 19, s. 2026, this Office announces the vacant positions for **Dentist III and Administrative Assistant I** at the Department of Education – Region III, all interested qualified applicants should submit their documents not later than February 5, 2026.

Attached is a copy of Memorandum, for further information and guidance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

SO12/EVD  
January 29, 2026



Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

JAN 26 2025

Regional Memorandum:  
 No. 019, s.2026

**ANNOUNCEMENT OF VACANT POSITIONS**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Chief, Education Support Services Division (ESSD)  
 Head, Legal Unit  
 All Others Concerned

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The following vacant positions are slated to be filled up to wit:

ITEM NUMBER	POSITION TITLE	SALARY GRADE	PLACE OF ASSIGNMENT
OSEC-DECSB-DENT3-150001-1998	Dentist III	20	ESSD
OSEC-DECSB-ADAS1-150263-2014	Administrative Assistant I (Computer Operator I)	7	Legal Unit

**QUALIFICATION STANDARDS**

POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Dentist III	Doctor of Dental Medicine or Dental Surgery	2 years of relevant experience	8 hours of relevant training	RA 1080 (Dentist)
Administrative Assistant I (Computer Operator I)	Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/ Junior High School with relevant vocational/ trade course (TESDA NC II) (starting 2018)	None Required	None Required	Data Encoder/Career service (sub-Professional/ First Level Eligibility)

Interested qualified applicants should signify their interest in writing. Attach the following documents to the letter of intent/ application letter **not later than February 5, 2026:**

1. Letter of Intent;
2. Duly accomplished PDS (CS Form No. 212, revised 2017) with Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC License/ ID, if applicable;
4. Photocopy of Certificate of Eligibility/ Rating, if applicable;



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JAN 26 2026

5. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable;
10. Notarized 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 (Data Privacy Act of 2012), using the Annex C (from DepEd Order 007, s. 2023), notarized by authorized official; and
11. Other documents for comparative assessment:
  - a. 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
  - b. Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating in Item 9 is not relevant to the position to be filled, if applicable.

**Note:** Individuals who failed to submit complete mandatory documents (Items 1 to 10) shall not be included in the pool of official applicants. Applicants are required to bring all the original documents during the final assessment of documents and interview of applicants for verification purposes

Qualified applicants are advised to hand in or send through courier/ email their application documents to:

**ERLINDA M. DE LEON**

Administrative Officer IV

[region3@deped.gov.ph](mailto:region3@deped.gov.ph)

**RONNIE S. MALLARI, PhD, CESO III**

Regional Director

AO1:per1:per2