



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

APR 07 2026

DIVISION ADVISORY

No. 114, s. 2026

**CALL FOR SUBMISSION OF APPLICATIONS FOR TECHNICAL ASSISTANT
III (STAKEHOLDER ENGAGEMENT AND COORDINATION OFFICER)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Chief, Administrative Division
Public Elementary and secondary School Heads
All Unit Heads
All Others Concerned

1. In reference to Regional Memorandum No. 088, s. 2026 issued by the Department of Education – Regional Office III, this Office informs all interested and qualified applicants of the opening for the position of **Technical Assistant III (Stakeholder Engagement and Coordination Officer)** under a Contract of Service at the Delivery Unit, Office of the Regional Director.

2. The position offers a monthly compensation of **Php 48,000.00 plus a 10% premium.**

3. Applicants must possess the following qualifications:

- Bachelor's degree in communication, Public Relations, Education, or any related field
- Relevant experience in stakeholder coordination, event facilitation, or partnership management
- Strong interpersonal and organizational skills
- Ability to manage multiple engagements and maintain professional relationships

4. Interested applicants are required to submit the following documents:

- 4.1 Letter of Intent
- 4.2 Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with Work Experience Sheet, if applicable
- 4.3 Photocopy of Transcript of Records (TOR) and Diploma
- 4.4 Photocopy of valid and updated PRC License/ID, if applicable
- 4.5 Photocopy of Certificate of Eligibility/Rating, if applicable
- 4.6 Certificate of Clearance, if previously employed



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5. All application documents must be submitted **on or before April 11, 2026**,
to:

ERLINDA M. DE LEON
Administrative Officer V
Department of Education – Regional Office III
Matalino Street, DM Government Center,
Maimpis, City of San Fernando, Pampanga
Email: region3@deped.gov.ph

6. All Schools Division Office personnel are hereby advised to disseminate this advisory to all qualified and interested individuals. Strict compliance with the requirements and submission deadlines is enjoined.

7. For information and guidance.

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

Reference:

Regional Memorandum No. 088, s. 2026