



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

June 9, 2025

DIVISION MEMORANDUM
No. 008, s. 2026

**RECRUITMENT, SELECTION, AND APPOINTMENT (RSA)
FOR DENTIST II AND EDUCATION PROGRAM SPECIALIST II**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby informs the field that the Recruitment, Selection, and Appointment (RSA) for **DENTIST II AND EDUCATION PROGRAM SPECIALIST II** positions will now commence for all interested applicants.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before January 23, 2026 until 5:00 in the afternoon ONLY, to wit:

POSITION	DOCUMENTS
DENTIST II AND EDUCATION PROGRAM SPECIALIST II	<ul style="list-style-type: none">a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Officeb. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017c. A photocopy of Civil Service Career Professional Eligibility or any second-level eligibilityd. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)e. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if availablef. Photocopy of Certificate of Relevant Training/Seminars Attendedg. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicableh. Photocopy of Latest Appointment, if applicablei. Photocopy of the Performance Rating for the last 3 rating periods covering one (1) year of performance prior to the assessment, if applicable;j. 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 (Annex C), notarized by the authorized official;k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:<ul style="list-style-type: none">i. 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

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

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
DENTIST II SG 17	Education	Doctor of Dental Medicine or Dental Surgery
	Experience	One (1) year of relevant experience
	Training	Four (4) hrs of relevant training
	Eligibility	RA 1080 (Dentist)
EDUCATION PROGRAM SPECIALIST II SG 16	Education	Bachelor's Degree in Education or its equivalent
	Experience	2 years of experience in education research, development, implementation or other relevant experience
	Training	Four (4) hrs. of relevant training
	Eligibility	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

4. The RESA process shall be based on the guidelines outlined in DepEd Order No. 007, s. 2023, which can be browsed at deped.gov.ph
6. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
NON-TEACHING POSITIONS (SG 10-22)	
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	20
TOTAL	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents by the HRMPSB	January 26, 2026
Orientation and Written Examination	January 28, 2026
Interview and Confirmation of Points	January 29, 2026

8. All qualified applicants, including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. For information, guidance, and compliance of those concerned.


MARGARITO A. CADAYONA, JR. PhD, CESO VI

Schools Division Superintendent

Office of the Schools Division Superintendent



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