



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

February 22, 2023

DIVISION MEMORANDUM

No. 0054, s. 2023

**SCREENING, SELECTION AND EVALUATION OF APPLICANTS FOR NON-TEACHING POSITIONS FOR DEPED NORTHERN SAMAR DIVISION**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Elementary and Secondary School Heads  
Section Heads  
All Other Concerned

1. This office hereby announces the acceptance of application for Teaching and non-Teaching position in DepEd Northern Samar Division.
2. DepEd provides equal opportunity for employment/promotion among Persons with Disabilities, (PWDs) hence, they are encouraged to apply.  
Teaching and Non-Teaching positions:
  - a. Administrative Aide III (Capul Agro-Industrial School)
  - b. Watchman I (Capul Agro-Industrial School)
  - c. Administrative Aide I (San Jose Technical High School)
  - d. Security Guard I (San Isidro NHS, Las Navas)
3. Applicants must meet the following Qualification Standards;

<b>Position Title</b>	<b>SG/ Level</b>	<b>Educational Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirement</b>	<b>Eligibility</b>
Administrative Aide III	3	Completion of two - year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service Sub-Professional (First Level Eligibility)
Administrative Aide I	1	Must be able to read and write	None required	None required	None required
Wachman I	2	Elementary	None	None	None



		Graduate	required	required	required (MC 11, s. 96-Cat. III)MCII, s. 96, as amended by MC 10 s. 2013- (Category III)
Security Guard I	3	High School Graduate	None required	None required	Security Guard License (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 Cat IV)

4. Applicants shall submit two (2) copies the documentary requirements **original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat/Office of the Assistant Schools Division Superintendent properly and **STRICTLY** arranged in the following order:

- a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for;
- b. CSC Form 212 (revised 2017 properly and completely filled-up with the latest passport picture;
- c. Authenticated Board Rating / Certificate of Eligibility;
- d. Authenticated Transcript of Records;
- e. Service Records/Certificate of Employment/Special Order of Assignment;
- f. Performance Ratings for the last 3 rating periods if any;
- g. Certificates of Training attended relevant to the position being applied/certificate of specialized trainings;
- h. Certificates, and other documents relevant to the position applied for claims of outstanding accomplishments.

5. The schedule of selection process is as follows:

Submission and Acceptance of Application at the Division Human Resource and Management Office	February 27-March 3, 2023
Evaluation of Documents	March 9-10, 2023
Board Hearing	March 13, 2023
Deliberation	March 15, 2023
Posting for Verification	March 15-18, 2023
Call for Appointment	March 28, 2023

6. Important reminder: Incomplete and late submission of application requirements shall no longer be accepted after the deadline set for the purpose of fairness, equity, and the promotion of merits and fitness.
7. Interview and deliberation and evaluation of applicant documents shall be on an "OPEN RANKING SYSTEM" and "ONE STOP SHOP" procedure shall be observed so that all concerned applicants may know their status immediately after their appraisal. However, the initial **result is subject to review by the Division Human Resource and Personnel Selection Board prior to the determination of final rating/points earned and posting.**
8. Short listed candidates shall be notified through a letter from the office of the Chair of the Personnel Selection Board upon the approval of the appointing authority.
9. Immediate dissemination of and compliance with this Memorandum is desired.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent