

Republic of the Philippines

Department of Education

REGION VIII SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 21, 2025

DIVISION MEMORANDUM No. ______, s. 2025

CALL FOR APPLICANTS FOR NON-TEACHING POSITIONS FOR FISCAL YEAR 2025-2026

To: Assistant Schools Division Superintendent Chiefs, Functional Divisions Human Resource Merit, Promotion, and Section Board All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the Call for Applicants for Non-Teaching Positions for FY 2025-2026, as follows:

Vacant Non-Teaching Positions:

Vacant Position / Level	Salary	Basic		of Vacancies/
	Grade	Salary	0	fficial Station
Elementary Schools				
Administrative Assistant III	SG 9/1	23,226.00	4	Elementary
(Senior Bookkeeper)	30 9/1	23,220.00	4	Schools
Administrative Assistant II	SG 8/1	21,448.00	2	Elementary
(Disbursing Officer II)	00 0/1	21,110.00		Schools
Security Guard I	SG 3/1	15,852.00	2	Elementary Schools
Administrative Aide III	SG 3/1	15,852.00 1		Elementary
(Clerk I)	50 5/1	10,002.00	1	Schools
Administrative Aide I	SG 1/1	14,061.00	31	Elementary
(Utility Worker I)	00 1/1	11,001.00		Schools
Junior High Schools				
				San Antonio
Guidance Counselor III	SG13/1	34,421.00	2	Agricultural and
				Vocational School
0.11				San Isidro Agro-
Guidance Counselor III	SG13/1	34,421.00	2	Industrial High
				School
Guidance Counselor II	SG 12/1	32,245.00	1	Sumuroy Agro-
				Industrial School Basilio B. Chan
				Memorial
Accountant I	SG 12/1	32,245.00	1	Agricultural and
				Industrial School
				Gala Vocational
Guidance Counselor I	SG 11/1	30,024.00	1	School
Guidance Counselor I	80 11/1	20.004.00	1	Allen National
	SG 11/1	30,024.00	1	High School
				Basilio B. Chan
Guidance Counselor I	SG 11/1	30,024.00	1	Memorial
	55 11/1	00,021.00	•	Agricultural and
				Industrial School



Guidance Counselor I	SG 11/1	30,024.00	1	Don Juan F. Avalon National High School
Guidance Counselor I	SG 11/1	30,024.00	1	San Jose Technical High School
Guidance Counselor I	SG 11/1	30,024.00	1	Catubig Valley National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Eladio T. Balite Memorial School of Fisheries
Guidance Counselor I	SG 11/1	30,024.00	1	Laoang National Technical High School
Guidance Counselor I	SG 11/1	30,024.00	1	Rosario National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Pambujan National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Pambujan National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Victoria National High School
School Librarian I	SG 11/1	30,024.00	1	Catarman National High School
School Librarian I	SG 11/1	30,024.00	1	Eladio T. Balite Memorial School of Fisheries
School Librarian I	SG 11/1	30,024.00	1	Gala Vocational High School
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Las Navas National High School
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Gamay National High School
Administrative Assistant II (Disbursing Officer II)	SG 8/1	21,448.00	1	Alegria National High School
Administrative Assistant II (Disbursing Officer II)	SG 8/1	21,448.00	1	Hibubuliao National High School
Administrative Assistant II (Disbursing Officer II)	SG 8/1	21,448.00	1	Allen National High School
Administrative Aide VI (Storekeeper II)	SG 6/1	18,957.00	1	San Antonio Agricultural and Vocational School
Administrative Aide VI (Accounting Clerk II)	SG 6/1	18,957.00	1	Sumuroy Agro- Industrial School
Administrative Aide IV (Storekeeper I)	SG 4/1	16,833.00	1	San Isidro Agro- Industrial School
Administrative Aide IV (Human Resource Management Aide)	SG 4/1	16,833.00	1	Sumuroy Agro- Industrial School
Administrative Aide I (Utility Worker I)	SG 1/1	14,061.00	1	San Antonio Agricultural and Vocational School
Senior High School				
	SG 12/1	32,245.00	30	Senior High School
Guidance Counselor II Administrative Assistant II	30 12/1			Senior High

2. The following are the minimum Qualifications Standards for the above positions

Minimum Qualification Standards:

Position/Level	Education	Experience	Training	Eligibility
Elementary	0 111 0			
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional First Level Eligibility
Security Guard I	High School Graduate	None required	None required	Security Guard License (CSC MC 11 s, 1996, as amended by CSC MC 10, s. 2013 Category IV)
Administrative Aide III (Clerk I)	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
Administrative Aide I (Utility Worker I)	Must be able to read and write	None required	None required	None required (CSC MC 11 s, 1996, as amended by CSC MC 10, s. 2013 Category III)
Junior High School				
Guidance Counselor III	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor II	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Accountant I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Guidance Counselor I	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
School Librarian I	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or information Science	None required	None required	RA 1080 (Librarian)
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional First Level Eligibility
Administrative Aide VI (Storekeeper II)	Completion of two years studies in college	None required	None required	Career Service (Subprofessional First Level Eligibility
Administrative Aide VI (Accounting Clerk II)	Completion of two years studies in college	None required	None required	Career Service (Subprofessional First Level Eligibility
Administrative Aide IV (Storekeeper I)	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Administrative Aide IV (HRM Aide)	Completion of two years studies in college	None required	None required	Career Service (Subprofessional First Level Eligibility
Administrative Aide I (Utility Worker I)	Must be able to read and write	None required	None required	None required (CSC MC 11 s, 1996, as amended by CSC MC 10, s. 2013 Category III)

Senior High School				
Guidance Counselor II	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level

3. The Schedule of submission and acceptance of application shall be from May 21, 2025, to May 28, 2025.

Schedule of Activities:

Step	Activities	Schedule	Person Responsible
1	Interested and qualified applicants shall submit his/her complete application documents/requirements to the Division Personnel Unit	May 21-28, 2025	The applicant
2	The HRMO shall evaluate the documents submitted vis-à-vis the approve CSC Qualification Standards the Position and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement -Annex C	May 21-28, 2025	HRM Officer or designated personnel
3	After preparation of the Initial Evaluation Results (IER), the HRM Officer shall notify all applicants via his/her email of the following: a. the assigned application code for the applicant; and b. the result of the initial evaluation using Annex E for Qualified or Annex F for Disqualified Applicants. c. the schedule of Evaluation and Assessment of the applicant	June 2-6, 2025	HRM Officer
	Schedule of Evaluation and Assessment of Applicants	June 9-13, 2025	HRMPSB

4. The Division HRM Officer or designated personnel shall reserves the right refuse acceptance of any application beyond the above deadline set by this Memorandum.

Application Requirements:

- 5. New applicants shall submit in one (1) (COLOR BLUE) Folio size (8.5" x 13") folder with the label, Pertinent Papers for Application for [Position Level and School Station, if applicable] the following requirements, to wit:
 - a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400;
 - b. Duly accomplish Personal Data Sheet (CS Form 212, revised 2017), with Work Experience Sheet, if applicable;
 - c. Photocopy of either Certificate of Eligibility/Certificate of Rating, if applicable:
 - i. Photocopy of PRC License and Certificate of Rating for applicants for Accountant I, Guidance Counselor I to III and School Librarian I;
 - ii. Photocopy of **Career Service Subprofessional Eligibility** or equivalent eligibility for applicants for Administrative Assistant II,

Administrative Assistant III and Administrative Aide VI, (Storekeeper II and Accounting Clerk II), Administrative Aide IV (Human Resource Management Aide) and Administrative Aide III (Clerk I);

- iii. Photocopy of **Security Guard License** issued by Philippine National Police Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) for Security Guard Applicants
- iv. None required for applicants for Administrative Aide I (Utility Worker I)
- d. Photocopy of scholastic /academic records such as but not limited to:
 - i. Photocopy of Diploma (Elementary and/or Secondary), if available or
 - ii. Photocopy of Transcript of Records (TOR) and Diploma, including complete academic requirement or graduate and post-graduate units/degrees, if applicable;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment or Contract of Service, or duly signed Service Record, whichever is/are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. 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;
- i. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification of 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 attached form (Annex C see attached file), and
- j. Other documents as may be required by the HRMO for comparative assessment, including but not limited to:
 - 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/or
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
- 6. For those applicants who want to **retain** their rating from the last CAR RQA, they are required to submit the following documents in one (1) **(COLOR YELLOW)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position Level and School Station, if applicable]**:
 - a. a letter of intent /request for 'retention' of rating; and
 - b. certification of latest **CAR ROA rating** issued by the HRMPSB Secretariat:
 - i. Copy of CAR Certification dated October 14, 2024, for applicants for Administrative Assistant II (Disbursing Officer II), Administrative Assistant III (Senior Bookkeeper) and Administrative Aide III (Clerk I) and Administrative Aide VI; or

- ii. Copy of CAR Certification dated April 30, 2024, for applicants for Guidance Counselor II, Administrative Aide IV and Administrative Aide I (Utility Worker I);
- 7. For those applicants who want to **update** their rating from last CAR RQA, they are required to submit the following documents in one (1) (COLOR RED) Folio size (8.5" x 13") folder with the label, Pertinent Papers for Application for [Position - Level and School Station, if applicable]
 - a. a letter of intent /request for 'updating' of rating;
 - b. certification of latest CAR RQA rating issued by the HRMPSB Secretariat:
 - i. Copy of CAR Certification dated October 14, 2024, for applicants for Administrative Assistant II (Disbursing Officer II), Administrative Assistant III (Senior Bookkeeper) and Administrative Aide III (Clerk I) and Administrative Aide VI; or
 - ii. Copy of CAR Certification dated April 30, 2024, for applicants for Guidance Counselor II, Administrative Aide IV and Administrative Aide I (Utility Worker I); and
 - c. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).

8. The criteria and point system for evaluative assessment for non-teaching positions are as follows:

		В	reakdown of Points	
	Criteria	General Services (Utility Worker, Security Guard, Storekeeper)	SG 1-9 Non-General Services (Senor Bookkeeper, Disbursing Officer, Accounting Clerk II, Clerk I, HRM Aide	SG 10-22 Guidance Counselor, School Librarian
a.	Education	5	5	5
b.	Training	5	5	10
c.	Experience	20	20	15
d.	Performance	10	20	20
e.	Outstanding Accomplishment	5	10	10
f.	Application of Education	-	10	10
g.	Application of Learning and Development	-	10	10
h.	Potential (Written Exam, BEI and Work Sample Test)	55	20	20
	TOTAL	100	100	100

9. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE, JR, CESO VI Schools Division Superintendent 7

> epEd Northern Samer RELEASED

Telefax: (055) 500 1020 northernsamar@deped.gov.ph

Enclosure No. 1

THE DIVISION EVALUATION AND SELECTION PROCESS (One-Stop-Shop/On-the-Spot Evaluation System)

FIRST STOP - APPRAISAL OF DOCUMENTS (Bulwagan ng mga Guro)

- 1. Applicant and registers his/her name on the Registration Form and gets his/her Evaluation Sheet indicates his/her personal information in verified Application Code.
- 2. He/she then proceeds to the appraisers for the evaluation of his/her documents to designated evaluators under; Education; Training
 - a. Experience
 - b. Performance
 - c. Outstanding Accomplishment
 - d. Application of Education
 - e. Application of Learning and Development
 - f. Written Exam and Work Sample Test
- 3. The evaluator gives the points/ratings earned on the Evaluation Sheet by the applicant in the area evaluated and affixes his/her signature.

SECOND STOP - INTERVIEW (Library Hub Conference Room)

- 1. The applicant proceeds to the Library Hub for the interview and waits for his/her turn.
- 2. After the interview, the HRMPSB indicates the rating obtained by the applicant on the Evaluation Sheet and affixes his/her signature.

LAST STOP - CONSOLIDATION OF POINTS (HRM Office)

- 1. The applicant presents the Evaluation Sheet, to the Secretariat to consolidate the total points earned in the different criteria.
- 2. The secretariat encodes the name of the applicant in the Master list and the total points earned.

Enclosure No. 2

HRMPSB Composition and Sub-Committee Members Evaluators for Non-Teaching Position¹ per Criteria

Criteria	Chairperson/Head	Members
HRMPSB	REY F. BULAWAN	NOE M. HERMOSILLA
	Assistant Schools Division	Chief, SGOD
	Superintendent	3,
		SYLVIA D. VILLANUEVA
		Chief, CID
		MICHELLE D. CAGUIMBAL
		Administrative Officer V
		EUNICE V. TARINGTING
		Administrative Officer
		IV/HRMO
		ROBERTO T. ORIAS, JR
		Senior Education Program
		Specialist/DepEd National
		Employees' Union President
HRMPSB Secretariat	FRANCIS RICO E. TOBES	EUNICE COSTA
		EDILBERTO LOBINO
		JAY FRANCIS CAHUSAY
		MARIANNE ALERIA
		RAUL MATIAS TONOG
A. Education	ALEX B. REJUSO	DIONESIA A. MERCADER
B. Training	PETER R. BOBILES	PEPITO SALDO
C. Experience	RUDEL C. LUTAO	DAVY A. APLAN
D. Performance	OMAR O. TY	ISAGANI E. LICAS
E. Outstanding Accomplishment		
a. Awards and recognitions	NELIDA M. LOBOS	NESTOR A. ADA
b. Research and Innovation	ELNA D. ENANO	JOCELYN I. ACEBUCHE
c. Subject Matter Expertise	LUCILA R. BALONDO	GEROLDO LOBOS
/ Membership in National TWG/Committees		
d. Resource Speakership/	EMILY M. ADARAYAN	
Learning Facilitator		
e. NEAP Accredited Facilitator	MYRA L. BATO	
F. Application of Education	MANUEL I. LIPATA	
G. Application of Learning and	FELIX J. LADEÑO	
Development		
H. Potential	TIDMBOD	TIDMO CA- SS
a. Written Exam	HRMPSB	HRMO Staff
b. Behavioral Events Interview	HRMPSB	HRMO Staff
c. Work Sample Test	MICHELLE D. CAGUIMBAL	Atty. VERGEL E. BUNA
		For General Services Positions (Security Guard, Admin. Aide)
		ROLANDO P. LUCENECIO, JI
		For Non-General Services
		Positions (Admin. Assist II,
		Admin. Assist. III)
		ELVIRA R. REBO, RL
	BH 14.4 : 100 (1-20) - 10 (1-20) (1-20) (1-20) (1-20) (1-20) (1-20)	
		For School Librarian

 $^{^{1}\,}$ DM 143, s. 2024 Reconstitution of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) For First and Second Level Teaching, Teaching Related and Non-Teaching Positions

Telefax: (055) 500 1020 northernsamar@deped.gov.ph

CHECKLIST OF	REQUIREMENTS		Annex
me of Applicant:	Application Code:		
sition Applied For:	Application Code:	A 64400 (major)	National Control of the Control of t
fice of the Position Applied For:			
ntact Number:			
ligion: hnicity:			
rson with Disability: Yes () No ()			
lo Parent: Yes () No ()			
	1 011	Veri	ification
	Status of Submission	(To be filled-out by the HRMO/HR Office/sub-committee	
Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if camplied)	Remarks
Letter of intent addressed to the Head of Office or highest human resource officer			
Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet	, if		
Photocopy of valid and updated PRC License/ID, if applicable			
Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
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			
Photocopy of Certificate/s of Training, if applicable			
Photocopy of Certificate of Employment, Contract of Service, of	r		
duly signed Service Record, whichever is/are applicable Photocopy of latest appointment, if applicable			
Photocopy of the Performance Ratings in the last rating			
period(s) covering one (1) year performance prior to the deadling of submission, if applicable	ne		
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 Other documents as may be required for comparative			
assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of	- 6		
Learning and Development reckoned from the date of last	01		
issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant	nt		
to the position to be filled			
Attested:			
Attested.			
Manage Passings Management Offices			
Human Resource Management Officer			
OMNIBUS SW	ORN STATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY			
I hereby certify that all information above are true and correct submitted herewith are original and/or certified true copies t		nowledge and belief, a	nd the documents
DATA PRIVACY CONSENT			

laws, rules, and regulations being implemented by the Civil Service Commission.

	Name and Signature of Applicant
bscribed and sworn to before me this day of	, year

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.