



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



17 July 2025

DIVISION MEMORANDUM
NO. 227, s. 2025

**RECRUITMENT, SCREENING AND SELECTION FOR SCHOOL
ADMINISTRATION, RELATED-TEACHING, AND NON-TEACHING POSITIONS**

TO : Assistant Schools Division Superintendent
Chief education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the recruitment, screening and selection for school administration, related-teaching, and non-teaching positions, this Division, to mention:

Position	Station/Vacancy	Deadline of Submission	Div. Open Ranking
School Principal III	Elementary	July 22, 2025 at the Records Unit 8:00am – 5:00 pm	July 23, 2025
Guidance Counsellor III	➤Angeles City National HS ➤Angeles City National Trade School		To be announced
Admin. Asst. III	➤Francisco G. Nepomuceno HS ➤Div. Personnel Unit		
Admin. Asst. II	Elementary Schools		
Admin. Aide VI	Angeles City National HS		
Project Dev. Officer I	SDO Angeles City / Clustered Elementary Schools		

2. The CSC Qualification Standard and Job Description of the said positions are stated below:

POSITION PROFILE	
Position Title: School Principal III	SG 21 Monthly Salary: P70,013.00
Station of Deployment: Elementary School	
QUALIFICATIONS:	
Education:	Master's degree in Education, or Educational Management, or Educational Leadership: or Master's degree in relevant learning area with at least 15 units in Management



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Experience:	5 years teaching experience and 3 years experience in school management and operations
Training:	40 hrs. of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Eligibility:	RA 1080, as amended (Teacher) ; NQESH Passer
JOB SUMMARY: The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally	

POSITION PROFILE

Position Title: Guidance Counselor III	Salary Grade: 13 Monthly Salary: P34,421.00
Station of Deployment: Angeles City National Trade School / Angeles City National High School	

CSC QUALIFICATIONS:

Education:	Master's degree in Guidance and Counseling
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Guidance Counselor)

JOB SUMMARY: This position is responsible for counseling services in the school.

GENERAL DUTIES AND RESPONSIBILITIES:

- Guidance and Counseling Program
- Administration of Psychological and IQ
- Counseling-Personal, Academic, Career and Vocational
- Career Guidance Advocacy Program
- Partnership and Linkages to GO's, NGO's, LGUs and other
- Research and Evaluation

POSITION PROFILE

Position Title: PROJECT DEVELOPMENT OFFICER I	Salary Grade: 11 Monthly Salary: P30,024.00
Station of Deployment: Division Office / Clustered Elementary Schools	

CSC QUALIFICATIONS:

Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)

JOB SUMMARY: Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects,



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and activities initiated by the School or mandated by the DepEd Central Office at the School Level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.

GENERAL DUTIES AND RESPONSIBILITIES

- Program Management and Implementation
- Program Coordination and Partnerships
- Advocacy
- Secondary Duties as may be assigned by the Supervisor.

POSITION PROFILE

Position Title: Administrative Assistant III	Salary Grade: 9 Monthly Salary: P23,226.00
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Station of Deployment: Francisco G. Nepomuceno HS and Div. Personnel Unit

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY:

For Francisco G. Nepomuceno Mem. HS

To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

GENERAL DUTIES AND RESPONSIBILITIES:

Accounting Services

- Preparation/maintenance of registries of allotment and obligations.
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers
- Preparation of liquidation of cash advances.
- Pre-auditing of financial documents
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks



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JOB SUMMARY:

For Division Personnel Unit (Payroll Services)

The position shall assist in payroll processing and administrative related services ensuring efficient office operations.

GENERAL DUTIES AND RESPONSIBILITIES:

➤Salary Administration and Benefits Administration

- Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims;
- Assist in providing technical assistance limited to payroll and salary and benefits administration;
- Submit documents and necessary deductions to RPSU for inclusion in the monthly payroll.

➤Perform other functions as may be assigned by the immediate supervisor

POSITION PROFILE

Position Title: Administrative Assistant II	Salary Grade: 8 Monthly Salary: P21,448.00
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Station of Deployment: Elementary School

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*
Experience:	1 year relevant experience
Training:	4 hrs. relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: To provide administrative assistance and finance-related functions to the School Head and coordinate with the HRMO in the provision of personnel administration/finance services to the management.

GENERAL DUTIES AND RESPONSIBILITIES:

- Prepare all documents needed for the completion of school's monthly MOOE Liquidation.
- Monitor the utilization of MOOE and SBFP funds year-round.
- Report and return Monthly MOOE and SBFP Liquidation to the SDO.
- Provides human resources management support to the School Head and coordinate with the HRMO of the SDO.
- Perform other functions on property custodianship as may be assigned by the immediate supervisor



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POSITION PROFILE	
Position Title: Administrative Aide VI	Salary Grade: 6 Monthly Salary: P18,957.00
Station of Deployment: Angeles City Nat'l High School	
CSC PRESCRIBED QUALIFICATIONS:	
Education:	Completion of two-year studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY: The position shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.	
GENERAL DUTIES AND RESPONSIBILITIES: ➤ Receives, records and endorses outgoing and incoming communications; ➤ Maintains office reports and other documents; ➤ Reproduces official communications/documents for dissemination to other units; ➤ Assists in the preparation of training materials; ➤ Performs secretarial services when necessary; and ➤ Perform other administrative and technical assistance as may be determined by the School Head. .	

3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.
4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the following:
 - 4.1 For School Administration : **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions Enclosure No. 3 Criteria and Point System for Hiring and Promotion to School Administration Positions**
 - 4.2 For Related Teaching : **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions Enclosure No. 4 Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**
 - 4.3 For Non-teaching: **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions Enclosure No. 5 Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**



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5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements at the Records Unit, fastened in a **green folder** and properly labelled. The Annex C Checklist of Requirements (downloadable) is required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 414 of EO 292, as amended by RA No. 6733 and as further amended by RA 10755.
6. For positions requiring Performance Rating, Section 20(i) of DO 007, s. 2023, the applicant must submit a photocopy of the Performance Rating covering one year performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings.
7. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
8. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
10. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
11. The Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to "pay-for-position" schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).



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12. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *W*

Reference: DO 7, s. 2023 ; DO 20 s. 2024

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/July 17, 2025



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