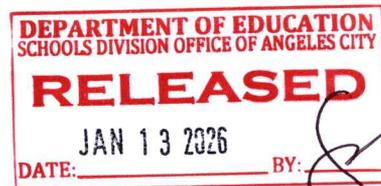




Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF ANGELES CITY



13 Jan 2026

DIVISION MEMORANDUM  
 NO. 016, s. 2026

**RECRUITMENT, SCREENING AND SELECTION FOR NON-TEACHING AND SCHOOL ADMINISTRATION 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 non-teaching, and school administration positions, this Division, to mention:

Non-Teaching Positions	Station/Vacancy	Deadline of Submission
Administrative Aide III	<b>Angeles City National HS</b>	January 19, 2026 8:00am - 5:00pm at the Records Unit <b>*Division open ranking to be announced.</b>
Administrative Assistant II		
Security Guard		
School Principal I	<b>Elementary Schools</b>	
School Principal II		
School Principal III		

2. The CSC Qualification Standards of the said positions are stated below:

**FOR SCHOOL ADMINISTRATION POSITIONS**

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	19	Master's degree in education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours 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	RA 1080 as amended (Teacher)





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School Principal II	20	<p>Master's degree in education, or Educational Management, or Educational Leadership; or</p> <p>Master's degree in relevant learning area with at least 12 units in Management</p>	5 years teaching experience and 2 years experience in school management and operations,	32 hours 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
School Principal III	21	<p>Master's degree in education, or Educational Management, or Educational Leadership; or</p> <p>Master's degree in relevant learning area with at least 15 units in Management</p>	5 years teaching experience and 3 years experience in school management and operations,	40 hours 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

**FOR NON-TEACHING POSITIONS**

POSITION	SG	QUALIFICATION STANDARDS				Job Summary
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
Administrative Assistant II (Disbursing Officer II)	8	Completion of two years studies in college	4 hrs. of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related to ensure efficient office operations.





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Administrative Aide III (Clerk I)	3	Completion of 2 yrs studies in college (prior to 2018) or Completion of Grade 12/Senior High School 9Strating 2016)*	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	To provide prompt and quality support service to the School Principal by implementing administrative systems and procedures and
Security Guard	3	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. 96 as amended MC 10, s. 2013 – Cat IV)	The position shall provide assistance to the school in the delivery of prompt and quality administrative services and technical support in accordance with the Department's policies and procedures.

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 HRMPBSB will be based on the following:

4.1 For School Administration Positions: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions**

4.2 For Non-Teaching Positions: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**

5. All interested applicants may register through this link: <https://bit.ly/RegVacantPositions> and are advised to submit the photocopied documentary requirements at the Records Unit properly labelled. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.



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- a. Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (downloadable at [depedangelescity.com](http://depedangelescity.com));
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Certificate of **GWA**, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of required Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C) of DepEd Order No. 7 s. 2023, notarized by authorized official (downloadable at [depedangelescity.com](http://depedangelescity.com));
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 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 (if applicable); and portfolio of MOVs for the assessment of identified PPST NCOIs.

6. Applicants for the School Principal positions, only passers/eligible of the NQESH, Principal's Test, or school head assessment(s) that may be so required in the future, shall be eligible for the first appointment to School Principal positions.

7. Moreover, appointments to School Principal positions made at that time when DepEd-administered examination is not yet required shall remain valid. Incumbents of such appointments, having been performing the function as School Principal, shall no longer be required to pass the NQESH, Principal's Test, or any other school head examination when applying for promotion to higher School Principal positions.

8. 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.





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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. Immediate dissemination of this Memorandum is desired.

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



Reference: DO 7, s. 2023; DO 21, s. 2024

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

EMPLOYMENT  
PROMOTIONS  
RECRUITMENT

CLM/AOIV/January 13, 2026



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