



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

23 Mar 2026

DIVISION MEMORANDUM  
 NO. 145, s. 2026

**RECRUITMENT, SCREENING AND SELECTION FOR ADMINISTRATIVE OFFICER II AND ADMINISTRATIVE ASSISTANT III 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 Administrative Officer II and Administrative Assistant III, this Division, to mention:

Position Title	Station/Vacancy	Deadline of Submission
Administrative Officer II	Sta. Teresita Elementary School	March 31, 2026, until 5:00 pm at the Records Unit
Administrative Assistant III	Accounting Unit	

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

POSITION	SG	QUALIFICATION STANDARDS				Job Summary
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
Administrative Assistant III (Secretary II)	9	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)*	4 hrs. of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	To support accounting operations by filing documents, reconciling statements, running software programs.





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Administrative Officer II (HRMO I)	11	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<p>This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.</p> <ul style="list-style-type: none"> <li>➤ Personnel Administration and Records</li> <li>➤ Compensation and Benefits Administration</li> <li>➤ Property Custodianship</li> <li>➤ General Administrative Support</li> <li>➤ Other Finance-Related Functions</li> </ul>
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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 **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 fastened in a **pink folder** and properly labelled or ear tagged. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- 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 2025) 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;



Jesus St., Brgy. Pulungbulu, Angeles City [2009 \(045\) 901-9498/angeles.city@deped.gov.ph](http://2009(045)901-9498/angeles.city@deped.gov.ph)



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- 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. 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.
7. 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.
8. SDO Angeles City 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. Hence, all applicants will be considered provided that they meet the minimum requirements of position to be filled.
9. Moreover, this Office strictly observes 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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10. 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/March 23, 2026