



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

02 Jul 2026

DIVISION MEMORANDUM
 NO. 269, s. 2026

**RECRUITMENT, SCREENING AND SELECTION FOR
 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 non-teaching positions, this Division, to mention:

Non-Teaching Positions	Station/Vacancy	Deadline of Submission
Administrative Aide I	Angeles City National HS	July 9, 2026 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced.
Administrative Assistant III	Gueco Balibago ES	
Accountant III	Accounting Unit, SDO Angeles	

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

POSITION PROFILE	
Position Title: Accountant III	Salary Grade: 19 Monthly Salary: P59,153.00
Station of Deployment: Accounting Unit, SDO Angeles	
CSC QUALIFICATIONS:	
Education:	Bachelor's Degree in Commerce/Business Administration major in Accounting
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080 (CPA)
JOB SUMMARY:	
<ul style="list-style-type: none"> To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations 	



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- Ensures that financial report will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules and regulations.
- To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school heads and implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports.

POSITION PROFILE	
Position Title: Administrative Assistant III	Salary Grade: 9 Monthly Salary: P24,329.00
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college (prior to 2016) 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: Provide assistance to the School Head and to the Admin. Officer in the provision of finance-related functions and personnel administrative services in the school.	

POSITION PROFILE	
Position Title: Administrative Aide I	Salary Grade: 1 Monthly Salary: P14,634.00
CSC QUALIFICATIONS:	
Education:	Must be able to read and write.
Experience:	None required
Training:	None required
Eligibility:	None required
JOB SUMMARY:	
<ul style="list-style-type: none"> ➤ Provide overall administrative and technical support to the school and in the daily operations; ➤ Keeps office files and equipment clean & orderly; ➤ Does other tasks as may be assigned. 	

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.





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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 properly labelled and ear tagged using **Pink** folder. 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 2017) with Work Experience Sheet (downloadable at 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 **Annex C** form of DepEd Order No. 7 s. 2023, notarized by authorized official (**downloadable at 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.



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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).
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/July 2, 2026