



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

21 July 2026

DIVISION MEMORANDUM
NO. 286, s. 2026

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

Position Title	Station/Vacancy	Deadline of Submission
Administrative Officer II	Malabanias Integrated School Gueco Balibago Elementary School Pulung Cacutud Elementary School	July 27, 2026, until 5:00 pm at the Records Unit
Administrative Assistant III	Accounting Unit	
Administrative Assistant III (Senior Bookkeeper)	Rafael L. Lazatin Mem. High School	
Administrative Assistant II	Northville 15 IS	
Administrative Aide VI	ICT Unit	

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

POSITION PROFILE	
Position Title: Administrative Officer II (HRMO I)	Salary Grade: 11 Monthly Salary: P31,705.00
Station of Deployment: Malabanias IS, Gueco Balibago ES, Pulung Cacutud ES	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service (Professional) Second Level Eligibility
JOB SUMMARY:	
This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES:	
➤ Personnel Administration and Records ➤ Compensation and Benefits Administration ➤ Property Custodianship	



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- General Administrative Support
- Other Finance-Related Functions

POSITION PROFILE

Position Title: Administrative Assistant III
(Senior Bookkeeper)

Salary Grade: 9
Monthly Salary: P24,329.00

CSC QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

Education: Completion of two years studies in college (prior to 2016) or Completion of Grade 12/Senior High School (starting 2016)*

Education: Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 yrs. studies in college w/ at least 9 units in accounting subjs.

Experience: 1 year relevant experience

Training: 4 hrs. of relevant training

Eligibility: Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: 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.

POSITION PROFILE

Position Title: Administrative Assistant II

Salary Grade: 8
Monthly Salary: P22,423.00

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



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Position Title: Administrative Aide VI	Salary Grade: 6 Monthly Salary: P19,716.00
Station of Deployment: SDO Angeles City (ICT 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:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY: The position shall provide assistance to the ITO in the delivery of prompt and quality administrative 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 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.

- Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent
- Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet (downloadable at depedangelescity.com);
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
- 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;
- Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment (for those applying for promotion);
- Photocopy of required Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;



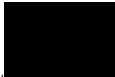
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- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C) of DepEd Order No. 7 s. 2023, notarized by authorized official (downloadable at depedangelescity.com);
- 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);
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).
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 21, 2026