



Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

01 Oct 2026

DIVISION MEMORANDUM
NO. 379, 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 Assistant III (Secretary II)	Sta. Teresita ES	Oct. 8, 2026 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced.
Administrative Assistant III (Senior Bookkeeper)	Rafael L. Lazatin Mem. High School	
Project Development Officer I	Clustered Elem. Schools	
Administrative Officer II	Sapalibutad ES Lourdes Northwest ES Cutud ES	

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

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.		



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POSITION PROFILE	
Position Title: Administrative Assistant III (Secretary II)	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: PROJECT DEVELOPMENT OFFICER I	Salary Grade: 11 Monthly Salary: P31,705.00
Station of Deployment: 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, 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 - Facilitate the overall preparation and conduct of programs, projects and activities under the direct supervision of School Head. - Prepare and submit a plan to execute programs, projects and activities at the school level anchored on DepEd policies and guidelines. - Consolidate the programs, projects and activities to be conducted on a School-based Calendar. - Coordinate with concerned school personnel for the required support, resources, and documentary requirements. - Facilitate and monitor the conduct of programs, projects and activities in the school and regularly report to the School Head. - Collect, consolidate and provide a basic analysis of data related to the implementation of programs, projects and activities. - Prepare and submit relevant reports.	



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Program Coordination and Partnerships

- Coordinate with concerned personnel from SDO for the implementation of programs, projects and activities.
- Assist in mobilizing the support of the school community and other stakeholders in implementing the programs.
- Prepare communications and correspondence to the concerned School stakeholders.

Advocacy

- Disseminate advocacy resource materials to increase the awareness and understanding of the school community on the programs.

Secondary Duties

- As may be assigned by the Supervisor.

POSITION PROFILE

Position Title: Administrative Officer II (HRMO I)	Salary Grade: 11 Monthly Salary: P31,705.00
Station of Deployment: Lourdes Northwest ES, Cutud ES, Sapalibutad 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
- General Administrative Support
- Other Finance-Related Functions

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



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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 2026) 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 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.

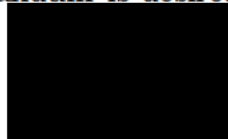


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9. Moreover, this Office strictly observes the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).

10. Immediate dissemination of this Memorandum is desired.



Digitally signed by
Edgard C.
Domingo
Date: 2026.10.01
10:01:43 +08'00'

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

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/October 01, 2026