



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

September 8, 2025

DIVISION MEMORANDUM
No. 305, s. 2025

CALL FOR APPLICATION FOR 62 NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Management Officer
Human Resource Merit, Promotion, and Section Board
School and District Heads
Administrative Officers
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Division hereby announces the **Call for Applicants for 62 Non-Teaching Positions** as follows:

A. Vacant Non-Teaching Positions:

Vacant Position / Level	Salary Grade	Basic Salary	No. of Vacancies/ Official Station	
Administrative Officer IV	SG 15/1	40,208.00	1	SDO Office of the Schools Division Superintendent/ Procurement Unit
Guidance Counselor III	SG 13/1	34,421.00	2	San Antonio Agricultural and Vocational School
Guidance Counselor II	SG 12/1	32,245.00	30	Senior High School
Administrative Officer II	SG 11/1	30,024.00	1	SDO Office of the Schools Division Superintendent/ Procurement Unit
Guidance Counselor I	SG 11/1	30,024.00	1	Laoang National Technical High School
Guidance Counselor I	SG 11/1	30,024.00	1	Rosario National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Pambujan National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Victoria National High School
Guidance Counselor I	SG 11/1	30,024.00	1	Eladio T. Balite Memorial School of Fisheries
School Librarian I	SG 11/1	30,024.00	1	Eladio T. Balite Memorial School of Fisheries
Legal Assistant I	SG 10/1	25,586.00	1	SDO Office of the Schools Division Superintendent / Legal Unit
Administrative Officer I (Supply Officer I)	SG 10/1	25,586.00	1	Eladio T. Balite Memorial School of Fisheries
Administrative Officer I (Cashier)	SG 10/1	25,586.00	1	San Antonio Agricultural and Vocational School
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Mondragon Agro Industrial High School

Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	2	SDO Cashier Unit
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	SDO Payroll Unit
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	2	SDO HR Unit
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Mondragon III / Elementary Grades
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Pambujan II / Elementary Grades
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Urdaneta Central Elementary School
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	San Isidro National High School
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Pambujan National High School
Administrative Assistant III (Senior Bookkeeper)	SG 9/1	23,226.00	1	Biri National High School
Administrative Assistant II	SG 8/1	21,448.00	1	SDO Curriculum Implementation Division
Administrative Assistant II (Disbursing Officer II)	SG 8/1	21,448.00	1	Leonardo M. Amigo National High School
Administrative Assistant II (Disbursing Officer II)	SG 8/1	21,448.00	1	Acereda Integrated School
Administrative Assistant II (Disbursing Officer II)	SG 8/1	21,448.00	1	Elementary Grades
Administrative Assistant II (Human Resource Management Assistant)	SG 8/1	21,448.00	1	OSDS – Personnel Unit
Administrative Aide VI	SG 6/1	18,957.00	1	SDO Curriculum Implementation Division
Administrative Aide III (Clerk I)	SG 3/1	15,852.00	1	San Antonio Agricultural and Vocational School
Watchman I	SG 2/1	14,925.00	1	Eladio T. Balite Memorial School of Fisheries
Total			60	

B. Minimum Qualification Standards:

Position/Level	Education	Experience	Training	Eligibility
Administrative Office IV				
<i>CSC Prescribed Qualifications</i>	Bachelor's degree relevant to the job	1-year relevant experience	4 hours of relevant training	Career Service Professional (Secondary Level Eligibility)
<i>*Agency Preferred Qualification</i>	Preferably has background a background in public administration, business management/ Administration or law	At least 2 years experience in the conduct of procurement functions	Should have at least completed the intermediate course of the DepEd Procurement Professionalism Program	Career Service Professional (Secondary Level Eligibility)
Administrative Officer II				
<i>CSC Prescribed same as Agency Preferred Qualifications</i>	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Secondary Level Eligibility)
Guidance Counselor III	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)

Guidance Counselor II	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor I	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Administrative Officer I	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Secondary Level Eligibility)
School Librarian I	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or information Science	None required	None required	RA 1080 (Librarian)
Legal Assistant I ** MC 16, s. 2016	Bachelor of Science Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional (Secondary Level Eligibility)
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Disbursing Officer)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Human Resource Management Assistant)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Aide VI	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
Administrative Aide III	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
Watchman I	Elementary School Graduate	None required	None required	None required (MC 11 s, 1996, as amended by CSC MC 10, s 2013 Category III)

*See attached Job Description

C. Schedule of Activities/Procedure.

Step	Activities	Schedule	Person Responsible
1	Interested and qualified applicants shall submit his/her complete application documents/requirements to the Division HRM Officer	September 22-26, 2025	The applicant
2	The HRMO shall evaluate the documents submitted vis-à-vis the approve CSC Qualification Standards the Position and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement - <i>Annex C</i>	September 22-26, 2025	HRM Officer or designated personnel
3	After preparation of the Initial Evaluation Results (IER), the HRM Officer shall notify all applicants via his/her email of the following: <ul style="list-style-type: none"> a. the assigned application code for the applicant; and b. the result of the initial evaluation using Annex E for Qualified or Annex F for Disqualified Applicants. c. the schedule of Evaluation and Assessment of the applicant 	September 30, 2025	HRM Officer
	Schedule of Evaluation and Assessment of Applicants	October 6-10, 2025	HRM Officer, HRMP SB

***Note: The HRM Office shall reserve the right not to accept late and incomplete applications.

D. Application Requirements:

NEW APPLICANTS shall submit in one (1) (**COLOR BLUE**) Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position – Level and School Station, if applicable]** the following requirements, to wit:

- a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400;
- b. Duly accomplish Personal Data Sheet (CS Form 212, **revised 2025**), with Work Experience Sheet **revised 2025**, if applicable;
- c. Photocopy of either Certificate of Eligibility/Certificate of Rating, if applicable:
 - i. Photocopy of **PRC License and Certificate of Rating** for applicants for Guidance Counselor I to III and School Librarian I;
 - ii. Photocopy of **Career Service Subprofessional Eligibility** or equivalent eligibility for applicants for Administrative Assistant II, Administrative Assistant III and Administrative Aide VI,
 - iii. Photocopy of **Career Service Professional Eligibility** or equivalent eligibility for applicants for Legal Assistant I, Administrative Officer I, Administrative Officer II and Administrative Officer IV,
- d. Photocopy of scholastic /academic records such as but not limited to:
 - i. Photocopy of Diploma (Elementary and/or Secondary), if available or

- ii. Photocopy of Transcript of Records (TOR) and Diploma, including complete academic requirement or graduate and post-graduate units/degrees, if applicable;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment or Contract of Service, or duly signed Service Record, whichever is/are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- i. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (*Annex C – see attached file*), and
- j. Other documents as may be required by the HRMO 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; and/or
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.

RETENTION – Applicants who wish to retain their rating from the last CAR RQA, they are required to submit the following documents in one (1) **(COLOR YELLOW)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position – Level and School Station, if applicable]**:

- a. a letter of intent /request for '**retention**' of rating; and
- b. certification of latest **CAR RQA rating** issued by the HRMPSB Secretariat:
 - i. Copy of CAR Certification posted on **June 16, 2025**, for applicants for Administrative Assistant II (Disbursing Officer II), Administrative Assistant III (Senior Bookkeeper), Administrative Aide VI and Administrative Officer II; or

UPDATE - For those applicants who want to **update** their rating from last CAR RQA, they are required to submit the following documents in one (1) **(COLOR RED)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position – Level and School Station, if applicable]**

- a. a letter of intent /request for '**updating**' of rating;
- b. certification of latest CAR RQA rating issued by the HRMPSB Secretariat:
 - i. Copy of CAR Certification posted on **June 16, 2025**, for applicants for Administrative Assistant II (Disbursing Officer II), Administrative Assistant III (Senior Bookkeeper), Administrative Aide VI and Administrative Officer II; or
- c. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (*Annex C*).

E. Evaluation Criteria:

Criteria	Breakdown of Points		
	General Services	SG 1-9 Non-General Services	SG 10-22
a. Education	5	5	5
b. Training	5	5	10
c. Experience	20	20	15
d. Performance	10	20	20
e. Outstanding Accomplishment	5	10	10
f. Application of Education	-	10	10
g. Application of Learning and Development	-	10	10
h. Potential (Written Exam, BEI and Work Sample Test)	55	20	20
TOTAL	100	100	100

2. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE, JR, CESO VI
Schools Division Superintendent

Enclosures:

Job Description for Administrative Office IV
Job Description for Administrative Officer II
Job Description for Guidance Counselor III
Job Description for Guidance Counselor II
Job Description for Guidance Counselor I
Job Description for Administrative Officer I (Supply Officer I)
Job Description for School Librarian I
Job Description for Legal Assistant I
Job Description for Administrative Assistant III (Senior Bookkeeper)
Job Description for Administrative Assistant II (Disbursing Officer)
Job Description for Administrative Aide VI
Job Description for Watchman I
Annex C of DepEd Order No DepEd Order 7, s. 2023

DepEd Northern Samar
RELEASED

By:
Date: SEP 10 2025

References:

DepEd Order 7, s. 2023 dated March 22, 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*

CSC Resolution 2500358 dated April 30, 2025, or the *2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*

DM 143, s. 2024 dated May 3, 2024 – *Reconstitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second-Level Teaching, Teaching Related and Non-Teaching Position*