



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

Office of the Schools Division Superintendent

September 22, 2025

DIVISION MEMORANDUM

No. 378, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 305, s. 2025**  
(CALL FOR APPLICATIONS FOR 62 NON-TEACHING POSITIONS)

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Human Resource Merit Promotion and Selection Board  
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) 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 Applications for 4 Non-Teaching positions** as follows:

Vacant Position/Level	Salary Grade	Basic Salary	No. of Vacancies/ Official Station	
Accountant I	12	32,245	1	Basilio B. Chan Memorial Agro-Industrial School
Administrative Aide IV (Clerk II)	4	16,833	1	Gala Vocational School
Administrative Aide IV (Storekeeper I)	4	16,833	1	San Roque-Pambujan Vocational High School
Administrative Aide I (Utility Worker I)	1	14,061	1	Sumuroy Agro-Industrial School

2. The following are the minimum Qualifications Standards for the above positions:

Position/Level	Education	Experience	Training	Eligibility
<b>Accountant I</b>	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
<b>Administrative Aide IV (Clerk II)</b>	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
<b>Administrative Aide IV (Storekeeper I)</b>	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)

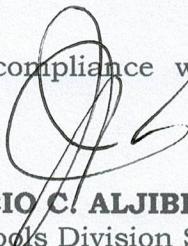
<b>Administrative Aide I (Utility Worker I)</b>	Must be able to read and write	None required	None required	None required (CSC MC 11 s, 1996, as amended by CSC MC 10, s. 2013 Category III)
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3. The following schedule of activities shall be strictly observed:

<b>Step</b>	<b>Activities</b>	<b>Schedule</b>	<b>Person Responsible</b>
1	Interested and qualified applicants shall submit his/her <b>complete application documents/requirements</b> to the Division HRM Officer	<b>On or before September 26, 2025</b>	The applicant

4. All other provisions of Division Memorandum No. 305, s. 2025 shall still be in full force and effect.

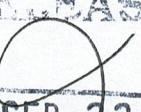
5. Immediate dissemination of and compliance with this Memorandum is desired.

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

DepEd Northern Samar

RELEASED

By:

 SEP 23 2025

Date: