



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

Office of the Schools Division Superintendent

May 19, 2026

DIVISION MEMORANDUM

No. 104, s. 2026

CALL FOR APPLICANTS FOR VARIOUS NON-TEACHING AND RELATED-TEACHING POSITIONS

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

1. In compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 007, s. 2023, regarding the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the Call for Various Non-Teaching and Related-Teaching Positions.
2. Interested applicants must meet the prescribed Qualification Standards (QS) for the positions enumerated herein.

Position/s	Education	Training	Experience	Eligibility
<i>Senior Education Program Specialist</i> (SG 19)	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
<i>Administrative Officer IV</i> (Administrative Officer II) (SG 15)	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
<i>Accountant I</i> (SG 11)	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
<i>School Librarian I</i> (SG 11)	Bachelor of Library Science or Information Science or any Bachelor's degree major in	None required	None required	RA 1080 (Librarian)

	Library Science or Information Science			
<i>Administrative Assistant III (Senior Bookkeeper)</i> (SG 09)	Completion of two years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
<i>Administrative Assistant II (Disbursing Officer II)</i> (SG 08)	Completion of two years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
<i>Administrative Aide VI (Storekeeper II)</i> (SG 06)	Completion of two years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility
<i>Administrative Aide VI (Cash Clerk II)</i> (SG 06)	Completion of two years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility
<i>Administrative Aide VI (Clerk III)</i> (SG 06)	Completion of two years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility
<i>Administrative Aide IV (Accounting Clerk I)</i> (SG 04)	Completion of two years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility
<i>Administrative Aide I (Utility Worker I)</i> (SG 01)	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)

3. All interested and qualified applicants are invited to apply, regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or membership in an indigenous community.
4. Applicants shall submit their documents to the Human Resource Management Office from **May 26, 2026** to **JUNE 4, 2026** before 5:00PM.

5. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
6. New applicants shall submit, in one (1) folio-size (8.5" × 13") folder with tabbing, and labeled, **Pertinent Papers for Application for (Position Title)**, the following documentary requirements:
 - a) Letter of Intent addressed to GAUDENCIO C. ALJIBE, JR. PhD, CESO V, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St., Brgy. Acacia, Catarman, Northern Samar;
 - b) Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet;
 - c) Photocopy of valid and updated PRC license/ID, if applicable;
 - d) Photocopy of Certificate of Eligibility/Rating, whichever is applicable;
 - e) Photocopy of scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - f) Photocopy of Certificate of General Weighted Average in the highest academic/grade level earned; if available;
 - g) Photocopy of Certificate/s of training, if applicable;
 - h) Photocopy of duly signed Service Record, Contract of Service or Certificate of Employment, whichever is/are applicable;
 - i) Photocopy of latest appointment, if applicable;
 - j) Photocopy 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;
 - k) 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), not necessarily notarized, but is required to be sworn before any public officer authorized to administer oath;
 - l) Other documents 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (j) is not relevant to the position to be filled, if applicable.

7. Applicants opting to **RETAIN** their points shall submit a letter of intent and a copy of their previous Individual Evaluation Sheet (IES). Applicants opting to **UPDATE** their points shall submit a letter of intent, a copy of their previous IES, and the documents to be updated to the **Personnel Unit** on the dates stated, not beyond 5:00 PM.
8. Applicants who failed to submit complete mandatory documents (a-j), except (l), on the set deadline indicated in this memorandum shall not be included in the official list of applicants.
9. All applicants are required to accomplish the form on or before submitting their documentary requirements through the provided link or by scanning the QR code.



<https://forms.cloud.microsoft/r/ft79xHYjCQ>

10. The criteria and point system for evaluative assessment for the aforesaid positions are as follows:

Criteria	Breakdown of Points			
	General Services	SG1-9 (Non-General Services)	SG 10-23 and SG 27	Senior Education Program Specialist
a. Education	5	5	5	10
b. Training	5	5	10	10
c. Experience	20	20	15	10
d. Performance	10	20	20	20
e. Outstanding Accomplishment	5	10	10	5
f. Application of Education	-	10	10	15
g. Application of Learning and Development	-	10	10	10
h. Potential (Written Exam, BEI)	55	20	20	20
Total	100	100	100	100

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

GAUDENCIO C. ALJIBE JR., PhD, CESO V,
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: _____

Date: 20 MAY 2026