



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

Office of the Schools Division Superintendent

October 8, 2026

DIVISION MEMORANDUM
No. 430, 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**, otherwise known as the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the **Call for Applicants 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
Education Program Specialist II (SG 16)	Bachelor's degree in Education or its equivalent	4 hours of relevant training	Two (2) years of relevant experience in education research, development, implementation or other relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Accountant I (SG 12)	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Administrative Officer II (Administrative Officer I) (SG 11)	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Officer I (Cashier I) (SG 10)	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Officer I (Supply Officer I) (SG 10)	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility

Administrative Assistant III (Senior Bookkeeper) (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	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II) (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	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant I (Secretary I) (SG 07)	Completion of 2 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
Administrative Aide III (Clerk I) (SG 03)	Completion of 2 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
Security Guard I (SG 03)	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	Security Guard License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 Category IV)
Watchman I (SG 02)	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III as amended by MC 10, s. 2013 - Cat. III)
Administrative Aide I (Utility Worker 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)

- 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.
- Applicants shall submit their complete application documents to the **Personnel Unit** from **October 12, 2026** to **October 16, 2026** before 5:00PM.
- Applicants shall assume full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as certified through the duly signed Omnibus Sworn Statement. Submission of any false or fraudulent document shall be a ground for disqualification.
- 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 2026) 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 who intend to **retain** their previous points shall submit a letter of intent indicating their request for retention of rating. Those who intend to **update** their points shall submit a letter of intent together with the supporting documents for the criteria to be updated within the prescribed submission period.
8. Applicants who fail to submit the complete mandatory documentary requirements under Items 6(a) to 6(k) within the prescribed period shall not be included in the official list of applicants.

9. All applicants are required to accomplish the online form on or before the submission of their documentary requirements through the link below or by scanning the corresponding QR code:



<https://forms.cloud.microsoft/r/yXKQcm3cBb>

10. The criteria and point system for the evaluative assessment of the aforementioned positions shall be as follows:

Criteria	Breakdown of Points			
	General Services	SG1-9 (Non-General Services)	SG 10-23 and SG 27	Education Program Specialist II
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: **32 OCT 2026**

Date: _____

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent
Schools Division of Northern Samar
Mabini St., Brgy. Acacia, Catarman, Northern Samar

Dear Sir:

I respectfully submit this Letter of Intent to apply for the position of _____
in the Schools Division of Northern Samar.

In support of my application, I am hereby submitting the required documentary requirements for your
reference.

I am confident that my qualifications, and skills will enable me to effectively perform the duties and
responsibilities of the position.

Please indicate the purpose of this application by checking the appropriate box below:

Retain Points

- ☐ Letter of Intent
- ☐ Copy of previous Individual Evaluation Sheet (IES), *if available*

Update Points

- ☐ Letter of Intent
- ☐ Copy of previous Individual Evaluation Sheet (IES), *if available*

Documents to be updated

- ☐ *Education*
 - ☐ *Training*
 - ☐ *Experience*
 - ☐ *Outstanding Accomplishments*
- ☐ *Application of Education*
 - ☐ *Application of Learning and Development*
 - ☐ *Potential (Written Exam, BEI*
 - ☐ *Performance*

I am hopeful for your kind consideration of my application. Thank you very much.

Respectfully yours,

Applicant

Address: _____
Contact Number: _____
Email Address: _____

This portion shall be accomplished by the Personnel Unit.

<i>Education</i>	<i>Training</i>	<i>Experience</i>	<i>Performance</i>	<i>Outstanding Accomplishments</i>	<i>Application of Education</i>	<i>Application of L&D</i>	<i>Potential</i>	<i>Total</i>

Signature of the Personnel

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the 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 (CAV) of the documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative assessment, such as but not limited to: 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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

EUNICE V. TARINGTING

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.