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

Office of the Schools Division Superintendent

November 3, 2026

DIVISION MEMORANDUM
No. 466, s. 2026

ADDENDUM TO DIVISION MEMORANDUM NOS. 430 AND 435, s. 2026 SCHEDULE OF WEIGHT ALLOCATION FOR THE COMPARATIVE ASSESSMENT (ONE-STOP-SHOP) FOR APPLICANTS FOR VARIOUS NON-TEACHING AND RELATED-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/District In-Charge
Elementary and Secondary School Heads
Human Resource Merit, Promotion, and Selection Board
Others Concerned

1. Pursuant to Division Memorandum Nos. 430, and 435, s. 2026, this Office hereby issues this Addendum on the conduct of the Weight Allocation for the Comparative Assessment (One-Stop-Shop) for the following positions.

2. The schedule of the Weight Allocation for the Comparative Assessment (One-Stop-Shop) shall be as follows:

Schedule	Applicants	Venue
November 5, 2026 8:00AM to 12:00 NN	• Administrative Assistant III • Administrative Assistant II • Administrative Assistant I	Bulwagan ng mga Guro, Division Office
November 5, 2026 1:00PM to 5:00PM	• All UPDATING applicants for various positions	
November 9, 2026 8:00AM to 5:00PM	• Administrative Officer IV • Education Program Specialist II • Accountant I • Administrative Aide III (Clerk I) • Administrative Aide I (Utility Worker) • Watchman I • Security Guard I	
November 10, 2026 8:00AM to 5:00PM	• Administrative Officer I (Supply Officer I) • Administrative Officer I (Cashier I)	
November 11-12, 2026 8:00AM to 5:00PM	• Administrative Officer II (Administrative Officer I)	

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3. All concerned applicants are likewise reminded to:

   a. Strictly follow their assigned schedule of the comparative assessment. Applicants who are unable to attend on their assigned schedule must formally communicate their request in writing to the HRMPSB for consideration.

   b. Verify their respective schedule of the comparative assessment with the HRMO. Unscheduled walk-in evaluations are discouraged unless for valid cause and with prior written approval of the HRMPSB.

   c. Be on time and wear the appropriate corporate uniform, whichever is available and practicable, during the scheduled assessment.

4. Applicants are hereby informed that documents not submitted on or before the prescribed deadline shall no longer be accepted or considered during the Comparative Assessment (One-Stop-Shop), except for additional documentary requirements that may be required by the HRMPSB pursuant to Item 6(l) of the above-stated Division Memoranda. Only documents officially received within the prescribed submission period shall be evaluated. Failure to comply may affect the applicant's rating or eligibility in the selection process.

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

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

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RELEASED
Date: 04 NOV 2026