



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

19 SEP 2025

DIVISION MEMORANDUM
No. 463 s. 2025

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT
NON-TEACHING POSITIONS IN SECONDARY SCHOOLS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for vacant non-teaching positions in secondary schools. Submission of folders shall be through the Records Section, this Division from **September 22, 2025 to 5:00 o'clock in the afternoon of October 3, 2025**.
2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline, duties and responsibilities, and checklist of documentary requirements are found in Enclosures No. 1-6.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this Office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled ***“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”***.
5. Interested applicants shall submit the following documentary requirements (one folder and application code per position per school) on or before the deadline indicated above:
 - a. Letter of intent specifying the desired position and school where the vacancy exist, addressed to the Schools Division Superintendent, **ROEL F. BERMEJO**;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2025) 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;



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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- 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 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;
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), subscribed before an officer authorized to administer the oath (Enclosure No.5), **to be attached on the first page of application documents**; and
- k. Other documents as 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 date of last issuance of appointment.
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

Applicants who failed to submit the complete mandatory documents (items 5.a to 5.j) on the set deadline shall not be included in the pool of applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants (paragraph no. 21 of DO No. 007 s. 2023). **No new or additional documents will be accepted after the deadline.**

6. The assessment of these positions shall be based on the criteria per Enclosure No. 5 of DepEd Order No. 007 s. 2023:

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;



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- g. Application of Learning and Development (L&D) acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

7. All documents must be orderly arranged based on the Checklist of Requirements (Annex C) **with side tabbing and Table of Contents** in a color-coded folder as follows:

- a. Administrative Assistant III (Bookkeeper) – Green
- b. Administrative Assistant II (Disbursing Officer, Accounting Clerk) – Red
- c. Administrative Assistant II (Clerk IV) - Blue
- d. Administrative Aide III & IV - Yellow
- e. Security Guard I & Watchman I - White
- f. School Librarian I – Pink
- g. Accountant I - Gray
- h. Guidance Counselor I & III – Violet

The front cover of each folder should contain information such as:

- a. Applicant's Name
- b. Address
- c. Position and Preferred Place of Assignment
- d. Contact Number

Each document must have a **page number at the bottom (E.g.: Page 1 of 30)** to ensure no additional documents will be inserted after the submission.

8. All applicants are required to register and encode pertinent information using the link <https://bit.ly/JoinMeNonTeaching>. Upon registration, a confirmation message with a link will be shown to generate the application code. The unique **application code** will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.

9. Applicants must bring their original documents during the open ranking/ validation process for verification purposes and determination of the authenticity of all the documents presented to be conducted within three (3) days after the written examination.

10. Applicants are enjoined to strictly observe these guidelines in the submission of documents related to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. **Any false and fraudulent documents submitted shall be ground for disqualification.**

11. Scanned copies of the application documents should be uploaded to the link: <https://bit.ly/SDOCAPIZUploadDoc>.

12. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through email and/or messenger/text message which will be



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Enclosure No. 1 to SDM 463 s. 2025

LIST OF VACANT POSITION

SENIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
ADMINISTRATIVE ASSISTANT II (CLERK IV)	18	DIVISION OF CAPIZ – DEPLOYED TO SHS

JUNIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
ACCOUNTANT I	1	SAPIAN NHS - JHS
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	2	DUMALAG CENTRAL NHS - JHS
		ISHMAEL B. ORILLOS NHS - JHS
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	3	ESTEFANIA MONTEMAYOR NHS - JHS
		MAMBUSAO EAST NHS - JHS
		LUCERO NHS - JHS
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK)	15	CAMBURANAN NHS - JHS
		CANDELARIA NHS - JHS
		CAPIZ NHS - JHS
		COL. PATROCINIO ARTUZ NHS - JHS
		COMSR LUIS R. ASIS NHS - JHS
		CUARTERO NHS - JHS
		JAGNAYA NHS - JHS
		JAMINDAN NHS - JHS
		JOSE DIVA AVELINO JR. NHS - JHS
		LEODEGARIO DEOCAMPO SR. NHS - JHS
		MAAYON NHS - JHS



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Enclosure No. 4 to SDM 463 s. 2025

TIMELINE

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
September 22 to October 3, 2025; 8:00am to 5:00pm	Submission of Application of Documents (Hardcopy) to the Division Office	Division Office – Records Section	Applicants Records Section Staff
October 6 to October 16, 2025	Conduct of Initial Evaluation Based on Qualification Standards (QS)	Division Multi-Purpose Hall	School/District Sub-Committee HRMO & Division HRMPSB Secretariat
October 17, 2025	Issuance/ Posting of List of Qualified Applicants based on IER	School/District Office	School/District Sub-Committee HRMPSB Secretariat
October 20 to October 21, 2025	Schedule of Written Test, Skill Test, Work Sample Test, & Interview	Division Multi-Purpose Hall	HRMPSB Secretariat
October 22 to October 24, 2025	Open Ranking System	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
October 27 to October 31, 2025	Preparation of Final CAR-RQA of Applicants	Office of the ASDS	Division HRMPSB & Secretariat
November 3, 2025, onwards	Posting of the CAR-RQA of Applicants		Division HRMPSB & Secretariat



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Enclosure No. 3 to SDM 463 s. 2025

POINT SYSTEM FOR EVALUATIVE ASSESSMENT

Non-Teaching Positions

Criteria	Breakdown of Points		
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27
a. Education	5	5	5
b. Training	5	5	10
c. Experience	20	20	15
d. Performance	10	20	20
e. Outstanding Accomplishments	5	10	10
f. Application of Education	-	10	10
g. Application of L&D	-	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20
Total	100	100	100

Related Teaching Positions (Guidance Counselor)

Criteria	SG 11-15
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100



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					/ First Level Eligibility
ADMINISTRATIVE AIDE III (CLERK I)	3	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub professional) / First Level Eligibility
SECURITY GUARD I	3	High School Graduate	None Required	None Required	Security Guard License
WATCHMAN I	2	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 – CAT III)
LIBRARIAN I	11	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education Arts Major in Library Science	None Required	None Required	RA 1080 (Librarian)
GUIDANCE COUNSELOR III	13	Master's Degree in Guidance Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
GUIDANCE COUNSELOR I	11	Master's Degree in Guidance Counseling	None Required	None Required	RA 1080 (Guidance Counselor)



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Enclosure No. 2 to SDM 463 s. 2025

APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT II (CLERK IV)	8	Completion of 2 years studies in College	4 hours relevant training	1 year of relevant experience	Career Service (Sub professional) / First Level Eligibility
ACCOUNTANT I	12	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	9	Completion of 2 years studies in College	4 hours relevant training	1 year of relevant experience	Career Service (Sub professional) / First Level Eligibility
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	8	Completion of 2 years studies in College	4 hours relevant training	1 year of relevant experience	Career Service (Sub professional) / First Level Eligibility
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK)	8	Completion of 2 years studies in College	4 hours relevant training	1 year of relevant experience in accounting activities/ tasks	Career Service (Sub professional) / First Level Eligibility
ADMINISTRATIVE AIDE IV (CLERK II)	4	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub professional)



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		MAINDANG NHS - JHS
		MARCIANO PATRICIO NHS - JHS
		SAN NICOLAS NHS - PILAR - JHS
		VICENTE ANDAYA SR. NHS - JHS
ADMINISTRATIVE AIDE IV (CLERK II)	1	CAPIZ NHS - JHS
ADMINISTRATIVE AIDE III (CLERK I)	2	CAPIZ NHS - JHS
		SAN NICOLAS NHS - TAPAZ - JHS
SECURITY GUARD I	4	ESTEFANIA MONTEMAYOR NHS - JHS
		COMSR LUIS R. ASIS NHS - JHS
		IVISAN NHS - JHS
		SAPIAN NHS - JHS
		SAPIAN NHS - JHS
WATCHMAN I	2	COMSR LUIS R. ASIS NHS - JHS
		CAPIZ NHS - JHS
LIBRARIAN I	1	JAMINDAN NHS - JHS
GUIDANCE COUNSELOR III	5	CAPIZ NHS - JHS
		COMSR LUIS R. ASIS NHS - JHS
		FELECiano YUSAY CONSING NHS - JHS
		JAMINDAN NHS - JHS
		JOSE DIVA AVELINO JR. NHS - JHS
GUIDANCE COUNSELOR I	9	CONCEPCION CASTRO GARCIA NHS - JHS
		CUARTERO NHS - JHS
		DUMALAG CENTRAL NHS - JHS
		MAMBUSAO NHS - JHS
		PANITAN NHS - JHS
		PANITAN NHS - JHS
		PONTEVEDRA NHS - JHS
		SAPIAN NHS - JHS
		VICENTE ANDAYA SR. NHS - JHS



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announced later. Applicants must bring their laptop, charger, extension cord, and own pocket or portable wi-fi on this scheduled day.

13. Applicants must bring their original documents during the open ranking for verification purposes and determination of authenticity of all documents being presented.

14. The period covered for creditable points for outstanding accomplishments, awards, participation in training/ seminar, etc. is from the date of the last promotion up to **October 3, 2025**.

15. Expenses of the Division HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds while travel expenses of the School/District Sub-committee shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.

16. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent


Encl.: As stated

References: DepEd Order No.007, s. 2023;
DepEd Order No.021, s. 2024

To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION RANKING RECRUITMENT SELECTION



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