



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

DIVISION MEMORANDUM

No 233 s. 2026

JUN 05 2026

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

To: Assistant Schools Division Superintendent
OIC, Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated, and Secondary Schools
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for vacant non-teaching in secondary schools. Submission of folders shall be through the **SECONDARY SCHOOLS** from **June 8, 2026 to 5:00 o'clock in the afternoon of June 19, 2026**.
2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline, and checklist of documentary requirements are found in Enclosures No. 1-5, respectively.
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 one application code per position**) on or before the deadline indicated above:
 - a. Letter of intent **specifying the desired position and place of assignment 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;
 - e. Photocopy of scholastic/academic record such as 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;



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- 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;
- 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 and securely fastened at the top portion based on the Checklist of Requirements (Annex C) **with side tabbing and Table of Contents** in a color-coded folder as follows:

- a. Administrative Officer II (SHS) - Brown



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- b. Administrative Officer II (JHS) - Brown
- c. Registrar I (SHS) - Blue
- d. Administrative Assistant II (Clerk IV -SHS) - Red
- e. Accountant I (JHS) – Light Blue
- f. Administrative Officer I (Supply Officer – JHS) - Pink
- g. School Librarian I (JHS) - Gray
- h. Administrative Assistant III (Bookkeeper – JHS) - White
- i. Administrative Assistant II (Disbursing Officer - JHS) – Green
- j. Administrative Assistant II (Accounting Clerk - JHS) - Light Green
- k. Administrative Aide VI (JHS) – Yellow
- l. Administrative Aide III (JHS) – Blue
- m. Security Guard I (JHS) - White
- n. Watchman I (JHS) - White

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 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.***

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

11. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through their **registered email address** (inbox and spam folder) and/or official announcement posted on the **SDO Capiz Personnel Section** Facebook page. Applicants must bring their laptop, charger, extension cord, and own pocket or portable wi-fi on this scheduled day.

12. 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 **June 19, 2026**.

13. Applicants who wish to retain their points from the recently concluded ranking may do so, provided that this intent is stated in their letter and a photocopy of duly signed Individual Evaluation Sheet (IES) is attached. They are still required to



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generate new application code and submit folder with documentary requirements in items no. 5.a to 5.e and 5.j.

14. Failure of the applicant to appear in any of the ranking processes will be ground for non-inclusion of his/her name in the official pool of applicants.

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, 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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Enclosure No. 1 to SDM 233 s. 2026

LIST OF VACANT POSITIONS

SENIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
ADMINISTRATIVE OFFICER II	2	IVISAN NHS
		ESTEFANIA MONTEMAYOR NHS
REGISTRAR I	2	JOSE DIVA AVELINO JR. NHS
		DUMALAG CENTRAL NHS
ADMINISTRATIVE ASSISTANT II (CLERK IV)	10	JAGNAYA NHS
		DAVID MOISES MEMORIAL NHS
		ARTURO JUGO NHS
		MAAYON NHS
		CAMBURANAN NHS
		TUBURAN NHS
		CANDELARIA NHS
		FLORENTINA B. DEGALA NHS
		VICENTE ANDAYA SR. NHS
		BULA IS

JUNIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
ACCOUNTANT I	1	SAPIAN NHS
SCHOOL LIBRARIAN I	1	JAMINDAN NHS
ADMINISTRATIVE OFFICER II	1	QUIAJO INTEGRATED SCHOOL
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER)	1	JAMINDAN NHS
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	4	BUNGSUAN NHS
		LEODEGARIO DEOCAMPO SR. NHS



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		MAINDANG NHS
		TAPAZ NHS
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	4	MAAYON NHS
		PANITAN NHS
		PUTIAN NHS
		RAMON A. BENJAMIN SR. NHS
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK)	10	ARTURO JUGO NHS
		CASANAYAN NHS
		DAO NHS
		DULANGAN NHS
		MAINDANG NHS
		PANITAN NHS
		PONTEVEDRA NHS
		SAPIAN NHS
		TAPAZ NHS
		TUBURAN NHS
ADMINISTRATIVE AIDE VI (CLERK II)	2	ESTEFANIA MONTEMAYOR NHS
		SAN NICOLAS NHS - TAPAZ
ADMINISTRATIVE AIDE III (CLERK I)	2	COMMISSIONER LUIS R. ASIS NHS
		SAPIAN NHS
SECURITY GUARD I	1	SAPIAN NHS
WATCHMAN I	1	COMMISSIONER LUIS R. ASIS NHS



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Enclosure No. 2 to SDM 233 s. 2026

APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Training	Experience	Eligibility
ACCOUNTANT I	12	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
ADMINISTRATIVE OFFICER II	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)
REGISTRAR I	11	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
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)
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER)	10	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
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



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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	Career Service (Sub professional)/ First Level 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
ADMINISTRATIVE AIDE VI (CLERK II)	6	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub professional)/ 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)



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Enclosure No. 3 to SDM 233 s. 2026

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



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Enclosure No. 4 to SDM 233 s. 2026

TIMELINE OF ACTIVITIES

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
June 8 to June 19, 2026; 8:00am to 5:00pm	Submission of Application Documents (Hardcopy) to the preferred SCHOOL/s	School	Applicants School Subcommittee Secretariat
June 22 to June 26, 2026	Conduct of Initial Evaluation Based on Qualification Standards (QS) Issuance/ Posting of List of Qualified Applicants based on IER	School	School Subcommittee
June 29 to July 1, 2026	Schedule of Interview	School	School Subcommittee
June 2 to July 3, 2026	Transmittal of Folders and Initial Individual Evaluation Sheet (School Rating)	Division Multi-Purpose Hall	School Subcommittee Secretariat Division HRMPSB Secretariat
July 8 to July 10, 2026	Schedule of Written Test, Skill Test, Work Sample Test Open Ranking System	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
July 13 to July 17, 2026	Preparation of Final CAR-RQA of Applicants	Office of the ASDS	Division HRMPSB & Secretariat
July 20, 2026	Posting of the CAR-RQA of Applicants		Division HRMPSB & Secretariat

Note: The Division HRMPSB may adjust the timeline based on their needs or availability. Applicants are requested to check their registered email address or the SDO Capiz Personnel Section Facebook page for announcements.



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