



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

27 JUL 2026

DIVISION MEMORANDUM
No. 324 s. 2026

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

To: Assistant Schools Division Superintendent
OIC, Chief Education 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 elementary and secondary schools. Submission of folders shall be through the **RECORDS SECTION, this Division** from **July 27, 2026 to 5:00 o'clock in the afternoon of August 7, 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 in one (1) folder, with one (1) application code for each position and each place of assignment applied for, 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;



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- 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;
- 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 **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;



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- 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. PSDS - Black
- b. Administrative Officer II (Elementary) - White
- c. Administrative Officer II (JHS) - Blue
- d. Project Development Officer I (Elementary) - Yellow
- e. Project Development Officer I (JHS) - Red
- f. Registrar I (SHS) - Brown
- g. Administrative Assistant III (Bookkeeper) - Green
- h. Administrative Assistant II (All) - Green
- i. Administrative Assistant I - Yellow
- j. Administrative Aide VI - Yellow

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



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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 **August 7, 2026**.

13. Applicants who wish to retain their points from the recently concluded ranking conducted in January 2026 may do so, provided that they indicate this intention in their application letter and attach a photocopy of their duly signed Individual Evaluation Sheet (IES). They are still required to generate a new application code and submit one (1) folder containing the documentary requirements specified under Items 5.a to 5.e, 5.i, 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 **324** s. 2026

LIST OF VACANT POSITIONS

SENIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
REGISTRAR I	1	SHS – CAPIZ NHS
ADMINISTRATIVE ASSISTANT II (CLERK IV)	2	SHS – YATING NHS
		SHS - ROXAS FARM SCHOOL (TAPAZ)

JUNIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
ADMINISTRATIVE OFFICER II	18	CASANAYAN NATIONAL HIGH SCHOOL
		COL. PATROCINIO ARTUZ NATIONAL HIGH SCHOOL
		CONCEPCION CASTRO GARCIA NHS
		DAVID MOISES MEMORIAL HIGH SCHOOL
		DULANGAN NATIONAL HIGH SCHOOL
		FELIX BALGOS NHS
		FLORENTINA B. DEGALA NATIONAL HIGH SCHOOL
		ISHMAEL B. ORILLOS FARM SCHOOL
		JAGNAYA NATIONAL HIGH SCHOOL
		LUCERO NHS
		MACARIO DELFIN BERMEJO NATIONAL HIGH SCHOOL
		MAMBUSAO EAST NATIONAL HIGH SCHOOL
		MANUEL F. ONATO NATIONAL HIGH SCHOOL
		PUTI-AN NATIONAL HIGH SCHOOL
		RAMON A. BENJAMIN SR. NATIONAL HIGH SCHOOL
		SAN NICOLAS NATIONAL HIGH SCHOOL (PILAR)
		SAN NICOLAS NATIONAL HIGH SCHOOL (TAPAZ)
		TUBURAN NHS
PROJECT DEVELOPMENT OFFICER I	39	AGLALANA INTEGRATED SCHOOL
		ANTONIO BELO MEMORIAL INTEGRATED SCHOOL
		BAG - ONG BARRIO NHS
		BILAO INTEGRATED SCHOOL
		BUNGSUAN NATIONAL HIGH SCHOOL
		CAPIZ NATIONAL HIGH SCHOOL
		CASANAYAN NATIONAL HIGH SCHOOL



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		COL. PATROCINIO ARTUZ NATIONAL HIGH SCHOOL
		COMSR. LUIS R. ASIS NHS
		CONCEPCION CASTRO GARCIA NHS
		CUARTERO NATIONAL HIGH SCHOOL
		DAO NATIONAL HIGH SCHOOL
		DAVID MOISES MEMORIAL HIGH SCHOOL
		DON LEOPOLDO GIALOGO INTEGRATED SCHOOL
		DULANGAN NATIONAL HIGH SCHOOL
		DUMALAG CENTRAL NATIONAL HIGH SCHOOL
		ERNESTO R. SICAD, SR. NATIONAL HIGH SCHOOL
		ESTEFANIA MONTEMAYOR NATIONAL HIGH SCHOOL
		FELICIANO YUSAY CONSING NHS
		FLORENTINA B. DEGALA NATIONAL HIGH SCHOOL
		IVISAN NATIONAL HIGH SCHOOL
		JAGNAYA NATIONAL HIGH SCHOOL
		JAMINDAN NATIONAL HIGH SCHOOL
		JOSE DIVA AVELINO JR. NATIONAL HIGH SCHOOL
		MAAYON NATIONAL HIGH SCHOOL
		MAINDANG NATIONAL HIGH SCHOOL
		MALONoy NATIONAL HIGH SCHOOL
		MAMBUSAO EAST NATIONAL HIGH SCHOOL
		MAMBUSAO NATIONAL HIGH SCHOOL
		MARCIANO M. PATRICIO NATIONAL HIGH SCHOOL
		MIANAY NHS
		PANITAN NATIONAL HIGH SCHOOL
		PONTEVEDRA NHS
		RAMON A. BENJAMIN SR. NATIONAL HIGH SCHOOL
		SAN NICOLAS NATIONAL HIGH SCHOOL (TAPAZ)
		SAPIAN NATIONAL HIGH SCHOOL
		TAPAZ NATIONAL HIGH SCHOOL
		TUBURAN NHS
		VICENTE ANDAYA SR. NATIONAL HIGH SCHOOL
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	2	SAN NICOLAS NHS (PILAR)
		SAN NICOLAS NHS (TAPAZ)



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ELEMENTARY

POSITION	No. of Items	PLACE OF ASSIGNMENT
PSDS	1	DIVISION OF CAPIZ – OSDS/CID
ADMINISTRATIVE OFFICER II	NEW ITEM: 99 NATURAL VACANCY: 7	DIVISION OF CAPIZ – ASSIGNED TO ELEMENTARY SCHOOLS
PROJECT DEVELOPMENT OFFICER I	13	DIVISION OF CAPIZ – ASSIGNED TO CLUSTERED ELEMENTARY SCHOOLS
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	3	DIVISION OFFICE – 2 DISTRICT OFFICE - 1
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	1	DIVISION OFFICE DIVISION OFFICE – DEPLOYED TO MIANAY NHS
ADMINISTRATIVE ASSISTANT I	1	DIVISION OFFICE
ADMINISTRATIVE AIDE VI (CLERK III)	2	DIVISION OFFICE



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Enclosure No. 2 to SDM 324 s. 2026

APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Training	Experience	Eligibility
PUBLIC SCHOOLS DISTRICT SUPERVISOR	22	Master's degree in Education or other relevant master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)
ADMINISTRATIVE OFFICER II	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)
PROJECT DEVELOPMENT OFFICER I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional/ Second Level Eligibility)
REGISTRAR I	11	Bachelor's Degree	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
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	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



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ADMINISTRATIVE ASSISTANT I	7	Completion of 2 years studies in College	None Required	None Required	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



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Enclosure No. 3 to SDM 324 s. 2026

POINT SYSTEM FOR EVALUATIVE ASSESSMENT

Related Teaching Position (PSDS)

Criteria	SG 16-22
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	5
f. Application of Education	15
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

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 324 s. 2026

TIMELINE OF ACTIVITIES

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
July 27, 2026 to August 7, 2026; 8:00am to 5:00pm	Submission of Application Documents (Hardcopy) to the RECORDS SECTION, Division Office	Records Section, Division of Capiz	Applicants Records Section
August 10, 2026 to August 21, 2026	Conduct of Initial Evaluation Based on Qualification Standards (QS) Issuance/ Posting of List of Qualified Applicants based on IER	Division Multi-Purpose Hall	HRMO & Selected Subcommittee Secretariat
August 24, 2026 to August 31, 2026	Schedule of Written Test, Skill Test, Work Sample Test, and Interview Open Ranking System	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
September 3, 2026 to September 7, 2026	Preparation of Final CAR-RQA of Applicants	Office of the ASDS	Division HRMPSB & Secretariat
September 10, 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.

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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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:

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.