



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

DIVISION MEMORANDUM
No. 425s. 2026

09 SEP 2026

CONDUCT OF OPEN RANKING OF APPLICANTS FOR VACANT NON-TEACHING POSITIONS

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

1. In line with the Department of Education's commitment to uphold transparency, meritocracy, and equal opportunity in the selection and promotion process, this Office shall conduct an **Open Ranking of Applicants** for the following vacant non-teaching positions:

- a. Administrative Officer II (Elementary & Junior High School)
- b. Project Development Officer I (Elementary & Junior High School)
- c. Registrar I (SHS)
- d. Administrative Assistant III (Bookkeeper)
- e. Administrative Assistant II
- f. Administrative Assistant I
- g. Administrative Aide VI

2. To ensure efficiency and integrity in the conduct of the ranking, the HRMPSB Technical Working Group (TWG) is hereby requested to assist the Division HRMPSB in the evaluation and deliberation process.

3. The list of applicants and their schedule for open ranking is provided in **Annex A** of this Memorandum.

4. Applicants are requested to bring the original copies of all submitted documents during the scheduled evaluation activities for validation and verification purposes.

5. Further, applicants who failed to take the Written Examination, Work Sample Test, and Interview on September 2-3, 2026 are hereby advised to coordinate with the Secretariat. They may be accommodated to take the said assessment activities during their scheduled Open Ranking to ensure completion of the recruitment, selection, and placement process. Applicants shall likewise bring a laptop, charger, and pocket Wi-Fi to be used during the conduct of the said activity.

6. This Memorandum shall serve as the authority to travel of the TWG, subject to existing Department of Education policies, rules, and regulations.

7. Travel expenses of the TWG shall be charged against MOOE funds while the meals shall be charged against SDO funds, subject to the usual accounting and auditing rules and regulations.

8. TWG who will attend this activity will be given compensatory overtime credits. It is understood, however, that these credits shall be only used to offset absences and not for commutation of leave credits for monetization. Compensatory time off is non-cumulative and



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should be utilized within one year. This is granted under CSC and DBM Joint Circular No. 2, s. 2004 dated October 2004.

9. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: None

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

HIRING SELECTION RECRUITMENT



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Annex A

List of Applicants for Open Ranking and Schedule

Applicants' Last Name	Date	Venue
Last name beginning with letter "A" to "B"	September 11, 2026 (8:00am-5:00pm)	Division Multi-Purpose Hall
Last name beginning with letter "C" to "E"	September 12, 2026 (8:00am-5:00pm)	
Last name beginning with letter "F" to "N"	September 14, 2026 (8:00am-5:00pm)	
Last name beginning with letter "O" to "Y"	September 15, 2026 (8:00am-5:00pm)	