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

DIVISION MEMORANDUM
No. 575 s. 2026

03 NOV 2026

RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT RELATED-TEACHING AND NON-TEACHING POSITIONS

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 **November 4, 2026 to 5:00 o'clock in the afternoon of November 16, 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;
c. Photocopy of valid and updated PRC License/ID, if applicable;
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;

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Contact Number: (036) 620 2371
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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;
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. Senior Education Program Specialist - Green
b. Education Program Specialist II – Yellow
c. Occupational Therapist II – Red
d. Physical Therapist II - Blue
e. Administrative Aide I – 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 **November 16, 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

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

Enclosure No. 1 to SDM 575 *s. 2026*

LIST OF VACANT POSITIONS

POSITION	NO. OF ITEMS	PLACE OF ASSIGNMENT
SENIOR EDUCATION PROGRAM SPECIALIST	1	DIVISION OF CAPIZ – OSDS
EDUCATION PROGRAM SPECIALIST II	1	DIVISION OF CAPIZ – OSDS
OCCUPATIONAL THERAPIST II	1	DIVISION OF CAPIZ – OSDS
PHYSICAL THERAPIST II	1	DIVISION OF CAPIZ – OSDS
ADMINISTRATIVE AIDE I (UTILITY WORKER)	6	DIVISION OF CAPIZ – ASSIGNED TO ELEMENTARY SCHOOL

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Enclosure No. 2 to SDM 575 s. 2026

APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Training	Experience	Eligibility
SENIOR EDUCATION PROGRAM SPECIALIST	19	Bachelor's degree in Education or it's equivalent and completion of academic requirements for Master's degree relevant to the job (Special Education)	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position
EDUCATION PROGRAM SPECIALIST II	16	Bachelor's degree in Education or its equivalent (Special Education)	4 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position
OCCUPATIONAL THERAPIST II	15	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Occupational Therapist)
PHYSICAL THERAPIST II	15	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physical Therapist)
ADMINISTRATIVE AIDE I (UTILITY WORKER)	1	None required	Must be able to read and write	None required	N/A

Enclosure No. 3 to SDM 575 *s. 2026*

POINT SYSTEM FOR EVALUATIVE ASSESSMENT

Related Teaching Position (SEPS, EPS, OT, PT)

Criteria	SG 11-15	SG 16-22
a. Education	10	10
b. Training	10	10
c. Experience	10	10
d. Performance	20	20
e. Outstanding Accomplishments	10	5
f. Application of Education	10	15
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
Total	**100**	**100**

Non-Teaching Positions

Criteria	General Services
a. Education	5
b. Training	5
c. Experience	20
d. Performance	10
e. Outstanding Accomplishments	5
f. Application of Education	-
g. Application of L&D	-
h. Potential (Written Test, BEI, Work Sample Test)	55
Total	**100**

Enclosure No. 4 to SDM 575 *s. 2026*

TIMELINE OF ACTIVITIES

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
November 4, 2026 to November 16, 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
November 17, 2026 to November 20, 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
November 23, 2026 to November 27, 2026	Schedule of Written Test, Skill Test, Work Sample Test, and Interview Open Ranking System	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
December 1, 2026 to December 3, 2026	Preparation of Final CAR-RQA of Applicants	Office of the ASDS	Division HRMPSB & Secretariat
December 4, 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.