



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

15 September 2026

DIVISION MEMORANDUM
No. **611** s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant II and Administrative Assistant III** vacant positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan** and **DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
Administrative Aide III	OSEC-DECSB-ADA3-270340-2004	3	P 16,486.00	1	Luis Palad Integrated High School
Administrative Aide IV	OSEC-DECSB-ADA4-270494-2004	4	P 17,506.00	1	Luis Palad Integrated High School
Administrative Aide VI	OSEC-DECSB-ADA6-270064-2015	6	P 19,716.00	1	OSDS-Records Section
Administrative Assistant II	OSEC-DECSB-ADAS2-270563-2016	8	P 22,423.00	1	Senior High School- Buenaventura Alandy National High School
Administrative Assistant III	OSEC-DECSB-ADAS3-270277-2018	9	P 24,329.00	1	OSDS- Personnel Section
Administrative Assistant III	OSEC-DECSB-ADAS3-270278-2018	9	P 24,329.00	1	OSDS- Office of the Assistant Schools Division Superintendent

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.
3. In line with this, all interested applicants are requested to submit all the needed documents indicated in **DepEd Order No. 007, s. 2023 (see attached Annex A) properly labelled with ear tags** per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **September 28, 2026 until 5:00 o'clock in the afternoon**. However, if the last day falls on a declared holiday or a day with suspended work in this office, the deadline for submission will be moved to the next working day. Moreover, see **Annex B** for the duties and responsibilities of the positions to be filled.
4. Applicants for the Administrative Assistant III position shall choose only one preferred place of assignment, either the Personnel Section or the ASDS Office, and shall clearly indicate their chosen place of assignment in their Letter of Intent.
5. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, **applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants**.
6. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications					
Position	Education	Trainings	Experience	Eligibility	Competency Requirement
Administrative Aide III	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication
Administrative Aide IV	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	None required	None required	Career Service Sub-Professional (First Level Eligibility)	
Administrative Aide VI	Completion of two (2) years studies in college (prior to	None required	None required	Career Service Sub-	

	2018) or Completion of Grade 12 / Senior High School (starting 2016)			Professional (First Level Eligibility)	
Administrative Assistant II	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service Sub- Professional (First Level Eligibility)	
Administrative Assistant III	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service Sub- Professional (First Level Eligibility)	

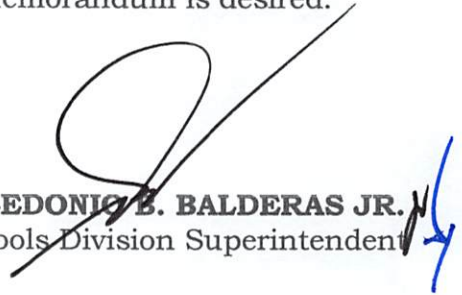
7. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	September 28, 2026	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	To be announced	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	To be announced	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	To be announced	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [<i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)</i>]	To be announced	4 th Floor SDO Tayabas Main Building
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	To be announced	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	To be announced	Office of the Schools Division Superintendent

Conduct of Background Investigation	-	-
<i>Note: Upon the Request of the Appointing Authority</i>		
Posting of Comparative Assessment Results	To be announced	DepEd Tayabas Bulletin Board, Website and Facebook Page

Note: The Scheduled Timeline of Activities is subject to change based on the number of applications received per position.

8. Wide and immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 019, s. 2022

DepEd Order No. 007, s. 2023

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

RSP
NON- TEACHING POSITIONS
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking for non-teaching vacant positions

PERJI82K-003022/September 15, 2026

Annex A

**CHECKLIST OF REQUIREMENTS
(As per DepEd Order No. 007, s. 2023)**

Mandatory requirements

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain). Notarization will no longer be required to relieve applicants of unnecessary costs;

Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (**CS Form No. 212, Revised 2026**) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of the updated PRC ID License for RA 1080-relevant eligibility; or CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility);

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;

6. Photocopy of Certified True Copy of Transcript of Records **or** Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of appointment, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

8. Updated Service Record;

9. Certificate of Employment with brief description of duties and responsibilities (**Note:** This is required only for applicants from private institutions and those engaged under a Job Order (JO) or Contract of Service (COS) arrangement);

Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)

10. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

Note: For positions with experience requirement:

a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to

the position to be filled. **However**, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in **the last rating period** prior to the date of assessment or screening.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Note: For positions with NO experience requirement:

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level

attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

11. Outstanding Accomplishment acquired or earned after the last promotion (if any);

11.1. Awards and recognition *(All listed MOVs shall be submitted to earn points)*

11.1.1. Citation or Commendation (This shall apply only to General Services Positions)

11.1.1.1. Letter of Citation or Commendation from previous employer

11.1.2. Awards as Trainer/Coach (This shall apply only to School Administration Positions)

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

11.1.3 Outstanding Employee Award

11.1.3.1 Any issuance, memorandum or document showing the Criteria for the Search

11.3.1.2 Certificate of Recognition/ Merit

11.1.4 Academic or Inter-School Awards (This shall apply only to applicants with no or less than 1 year work experience)

11.1.4.1 Academic or inter-school award or;

11.1.4.2 Ten Outstanding Students of the Philippines (TOSP) Award or;

11.1.4.3 Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

11.2. Research and Innovation

11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017

- 11.2.2. Accomplishment report verified by the Head of Office
- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body of the concept/s developed in the research)
- 11.3. **Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)
 - 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
 - 11.3.2. Certificate of Participation or Attendance; and
 - 11.3.3. Output/Adoption by the Organization/ DepEd
- 11.4. **Resource Speakership/Learning Facilitation** (*All listed MOVs shall be submitted to earn points*)
 - 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
 - 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
 - 11.4.3. Slide deck/s used and/or Session guide/s
- 11.5. **NEAP Accredited Learning Facilitator**
 - 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

12. Application of Education (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

Note: For positions with experience requirement:

Relevant Intervention:

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

Note: For positions with NO experience requirement:

Applicants to positions that do not require previous work experience and who have no work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

13. Applications of Learning and Development (L&D)

- 13.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D intervention is aligned to the core tasks of the incumbent or previous position shall be required;
- 13.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) /Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;

13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;

13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

14. Latest approved appointment (if any).

Note: During the deliberation process, the **applicants shall bring their original copies of documents for validation**. Failure to show the original documents shall nullify the points of the criterion where it represents. **No proxy measure shall be considered.**

Applicants who **fail to attend** the scheduled Comparative Assessment shall not be included in the Comparative Assessment Result (CAR).

Annex B

Administrative Aide III (Luis Palad Integrated High School)

Duties and Responsibilities

- Performs repetitive & routine clerical tasks.
- Sorts, files, labels, checks, posts, records documents especially the old students' records for preservation purposes.
- Encodes correspondences, payroll and other form of communications/reports.
- Answers telephone calls.
- Attends to inquiries of teachers/non-teaching personnel/clientele.
- Records incoming and outgoing correspondences/reports/other documents.
- Performs other tasks that may be assigned by his/her immediate Supervisor.
- Does related works.

Administrative Aide IV (Luis Palad Integrated High School)

Duties and Responsibilities

- Assists in the preparation of financial statement and accounting reports.
- Assists in the preparation of correspondence pertaining to financial bookkeeping entry.
- Sorts, files, labels, checks, posts, and records documents.
- Attends to inquiries from clients, students, teaching/non-teaching personnel and answer telephone calls.
- Assists in the pre-audit of documents.
- Performs repetitive and routine clerical tasks.
- Performs other task that may be assigned by his/her immediate supervisor.
- Does related works.

Administrative Aide VI (Records Section)

Duties and Responsibilities

Records Management System

- Receive, record and file documents according to the recommended filing system.
- Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed.
- Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document

Receiving and Releasing

- Receive and record all documents brought to the records office.
- Release, routes or files non-routine critical documents as classified by the Records Officer.

Documents Authentication, Verification and Certifications

- Assist Records Officer in document authentication and verification following protocol for such.
- Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer.
- Prepares certifications for the signature of the appropriate management level.

Reporting

- Gather data and information required in the preparation of annual and other administrative reports.
- Implement process for conducting annual inventory of records and submit findings to Records Officer.

Administrative Assistant II (Senior High School)

Duties and Responsibilities

- Provides administrative and clerical support to his/ her supervisor.
- May be designated to assist either the Principal/ School Head or any of the Assistant Principals.
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/ School Head.

Administrative Assistant III (Personnel Section)

To perform secretariat and technical support function to the Human Resource Merit Promotion and Selection Board (HRMPSB) in the conduct of assessment of applicants and final evaluation of candidates.

Duties and Responsibilities

- Prepares division memorandum inviting all qualified and interested applicants to apply for vacant positions.
- Prepares and monitors the timeline of activities for the recruitment and selection process to ensure their timely and orderly implementation.
- Receives and records pertinent documents submitted by applicants.
- Assists in the conduct of initial evaluation of applicant's qualifications vis-a-vis the Qualification Standard of the position to be filled.
- Prepares and submits the list of applicants and selection line-up for the deliberation en banc of the HRMPSB.
- Assists in preparing the schedule of applicants for comparative assessment and coordinates with HRMPSB members regarding the conduct of assessment.
- Assists in the computation, consolidation and analysis of the results of the HRMPSB deliberations.
- Consolidates and prepares the Comparative Assessment Results (CAR) and Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA), as applicable.
- Prepares memorandum on the results of the HRMPSB Deliberation.
- Conducts background investigation upon the request of the appointing authority and evaluates and consolidates the results for submission to the Human Resource Management Officer (HRMO).
- Files, organizes, and maintains recruitment and selection documents and records.
- Assists in the preparation of Annual Recruitment Plan.
- Assists in the preparation, consolidation, and processing of documents required for the PRIME-HRM Recruitment, Selection, and Placement activities.
- Performs other related functions as may be assigned by the immediate supervisor.

Administrative Assistant III (Office of the Assistant Schools Division Superintendent)

To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Assistant Schools Division Superintendent (OASDS)

Duties and Responsibilities

Plots/Schedules Activities

- Schedules/calendars OASDS activities such as training and workshops, meetings/appointments of the ASDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.

Record Management

- Receives, records and routes documents addressed to the ASDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Documents proceedings and agreements of meetings as assigned by the ASDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

Administrative Support

- Prepares or encodes into electronic format word documents and other presentation materials.
- Provides assistance and administrative support to training and conferences as assigned.
- Coordinates preparation of documents needed in the operations of SDO.
- Ensure security of office equipment and availability of office supplies.

Secretariat and Frontline

- Receives and routes incoming calls to or logs information and notifies the concerned party.
- Greets and entertains office visitors and responds to their needs.
- Logs concerns brought to the office and follow through on inquiries.
- Coordinates travel bookings of OASDS based on instructions and gives feedback on status of bookings.
- Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.