



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE

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Office of the Schools Division
Superintendent

July 15, 2026

DIVISION MEMORANDUM

No. 414, s. 2026

CALL FOR APPLICATION FOR NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

1. The Schools Division Office of Dagupan City through Human Resource Merit Promotion and Selection Board (HRMPSB) is now accepting application for the following vacant positions:

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
Medical Officer III/ SG 21/ P73,303.00 Item number: MDOF3 60028-2010	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	SGOD
Administrative Officer II/SG 11/Php 31,705.00 Item number: ADOF2-61136-2022	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	OSDS
Administrative Assistant III/ SG 9/ Php 24,329.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/	OSDS



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
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Item number: ADAS3-60068-2018				First Level Eligibility	
Administrative Aide VI/ SG 6/ Php 19,716.00	Completion of 2 years of studies in college or Completion of Grade 12/ Senior High School	4 hours of relevant training	1 year relevant experience	Career Sub- professional/ First Level Eligibility	OSDS
Item numbers: ADA6-60041-2015					

2. The job description for the abovementioned vacant positions is attached to
Enclosure No. 1.

3. CHECKLIST OF REQUIREMENTS

- 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 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 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 of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form



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Scan QR code for the template of checklist or it may access thru this
<https://tinyurl.com/checklistNTRTSA>

- k. Other documents as may be required for comparative assessment, such as but not limited to:
 - a. 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
 - b. 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
4. Applicants are required to **submit in hardcopy, 2 set of folders** with **notarized** Omnibus Sworn Statement and Checklist of Requirements mentioned above.
5. Applicants are hereby advised to bring the original copies of all submitted documentary requirements on the paper assessment date for verification and authentication by the Human Resource Merit Promotion and Selection Board (HRMPSB).
6. Applicants are **required to register** via the link provided below and **print** their registration, which must be included in their application folders.

<https://tinyurl.com/SDODCNTPHiring>
7. The deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Officer on or before **JULY 27, 2026**. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the deadline.**



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8. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day.
9. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order No. 007, s. 2023 prior to submission of application documents.
10. Applicants are advised to review the pointing system for evaluation on Enclosure 5 of DepEd Order 007, s. 2023.

Criteria	SG 1-9 (Non- General Services)	SG 10-23 and SG 27
a. Education	5	5
b. Training	5	10
c. Experience	20	15
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL	100	100

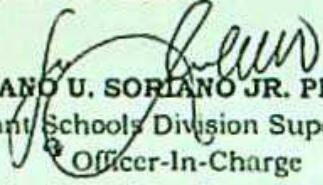
11. Only relevant Education, Training and experience that exceeds the minimum qualification of the CSC approved qualification standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.



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12. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.
13. Immediate dissemination of this memorandum is desired.


MARCLANO U. SORIANO JR. PhD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

Position Title:	Medical Officer III	Salary Grade:	21
Unit/Division:	SGOD	Monthly Salary:	73,303
QUALIFICATION STANDARD			
Education:	Doctor of Medicine		
Experience:	None Required		
Training:	None Required		
Eligibility:	RA 1080 (Physician)		
KRA		Duties and Responsibilities	
Health Programs and Services		Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office.	
		Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners.	
		Prepares and submits periodic reports of accomplishments.	
Nutrition Program and Services		Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office.	
		Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office.	
		Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation.	
Partnership		Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepED Established Standards for Health and Nutrition Programs.	
Other		Does other related works.	

Position Title:	Administrative Officer II	Salary Grade:	11	
Unit/Division:	Elementary School	Monthly Salary:	31,705	
QUALIFICATION STANDARD				
Education:	Bachelor's degree relevant to the job			
Experience:	None Required			
Training:	None Required			
Eligibility:	Career Service (Professional)/ Second Level Eligibility			
KRA	Duties and Responsibilities			
Personnel Administration	<u>Recruitment and Selection</u>			
	Provide human resources management support to the school head and			
	a. recruitment and selection of applicants in the school assigned;			
	b. promotion and deployment of personnel in the assigned school by			
	c. Prepare ERF of qualified teachers and submit to SDO for processing			
	<u>Personnel Records</u>			
	a. Update regularly 201 files and maintain database of personal information of			
	b. Act/assist the designated Agency Authorized Officer (AAO) in the field in term			
	c. Consolidate daily time record (DTR) of school personnel and prepare monthly			
	d. Monitor and record attendance/absence of school personnel and report to			
	e. Acts on application for leaves of school personnel and facilitate			
	f. Update vacation service/leave credits of school personnel and regularly			
	g. Maintain the confidentiality of personal information of school personnel to			
	h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG,			
	<u>Compensation and Benefit</u>			
	a. Compute and submit to SDO applicable personnel benefits for processing,			
	b. Monitor and prepare notices for step increments and adjustments of school			
	c. Process retirement/separation benefits of school personnel for indorsement b			
	<u>Other HR-related function</u>			
	a. Update school personnel of the latest HR-related policies			
	b. Develop and present to the school head/HRMO innovative strategies in			
	c. Assist the school head in performance management, rewards and recognition			
	d. Prepare and submit HR-related reports to school head/HRMO			
		e. Coordinate regularly with the HRMO in the implementation of HR policies and		
		f. Facilitate submission and approval by the SDS of Permit to Study/Practice of		
Property Custodianship	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of			
	b. Assist the school planning team in the preparation of SIP/AIP.			
	c. Provide general administrative support to school head and teachers like			
	d. Perform other functions as may be assigned by the School Head.			
Financial Management	a. Assist the School Head on the preparation of the following documents such a			
	b) For IUs, assist the School Head on the preparation of required reports from			
	c) Facilitate submission of all financial documents to the SDO and/or bank, if			
	d) Provide assistance to other financial-related task of the School Head.			
	e) Perform other functions as may be assigned by the School Head.			

Position Title:	ADMINISTRATIVE ASSISTANT III	Salary Grade: 9
Unit/Division:	Personnel Unit	Monthly Salary: 24,329
QUALIFICATION STANDARD		
Education:	Completion of two years in college	
Training:	4 hours in relevant training	
Experience:	1 year relevant experience	
Eligibility:	Career Service Sub-professional/First Level Eligibility	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
LOAN VERIFICATION	1. Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility: - DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions - GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications. 2. Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS 3. Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the emailed request.
SALARY ADMINISTRATION AND PERSONNEL RECORDS	1. Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims 2. Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits
FINANCE-RELATED REPORTS AND RECORDS MANAGEMENT	1. Maintain the confidentiality of personal information of DepEd Personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier 2. Submit to the RPSU the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc) 3. Assist in the monitoring and recording of expenditures of SDO/School in the appropriate registry
COORDINATION	1. Closely coordination with DepEd Offices/Personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Units, and, in particular, the RPSI, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund

Position Title:	Administrative Aide VI	Salary Grade:	6
Unit/Division:	Office of the Schools Division Superintendent	Monthly Salary:	19,716
QUALIFICATION STANDARD			
Education:	Completion of 2 years of studies in college or Completion of Grade 12/ Senior High School		
Experience:	4 hours of relevant training		
Training:	1 year of relevant experience		
Eligibility:	Career Service Sub-professional/ First Level Eligibility		
KRA		Duties and Responsibilities	
Schedules Administrative		Schedules/calendars meetings/appointments/training/workshops	
Records and Files		Documents/communications received, routed , tracked	
		Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.	
		Documents filed, retrieved, archived to Records Office or disposed as needed	
		Comprehensive and complete minutes of meetings/agenda attended	
		Daily attendance of Administrative Service Staff (to establish staff location)	
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.	
Secretariat & Frontline		Receives and routes incoming calls to or logs information and notifies the concerned party.	
		Greet and entertains office visitors and responds to their needs.	
		Logs concerns brought to the office and follow through on inquiries.	
		Coordinates meetings and appointments with external parties and confirms such to all concerned.	

INDIVIDUAL EVALUATION SHEET (Non-Teaching Positions)

(based on DepEd Order 007, s. 2023)

Name of Applicant: _____

Date of Assessment: _____

Position Applied For: _____

Criteria	Means of Verification	Weight Allocation				Computation/ Rubrics / Remarks	Score
		General Services	SO 1-9 (Non-General Services)	SO 10-13	SO 14 (Over)		
EDUCATION	OTR or Cert of Units Earned	5	5	5	10		
TRAINING	Certificate of Training	5	5	10	5		
EXPERIENCE	Service Record of COE	20	20	15	15		
PERFORMANCE		10	20	20	20		
For positions with experience requirement:	Latest performance rating covering 2 year performance from current or previous job relevant to the position to be filled					(Performance Rating/5) x Weight Allocation	
For positions without experience requirement:	Board Examination or Career Service Eligibility ratings, OR FD 907 or Foreign School Honor Graduate Eligibility (FSHGE)					Board (either CE rating / 120) x Weight Allocation Summa Cum Laude - 20 pts Magna Cum Laude - 15 pts Cum Laude - 10 pts	
OUTSTANDING ACCOMPLISHMENTS		5	10	10	10		
Awards and Recognition			4				
a.1 Citation and Commendation (for applicants to general services positions only)	A. Letter of Citation or Commendation from previous employer					Three (3) or more letters of citation - 4 pts Two (2) letters of citation - 3 pts One (1) letter of citation - 2 pts	
a.2 Academic or Inter-School award (for applicants with no or less than one year work experience)	A. Academic or Inter-School Award, or B. TOP Award, or C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination					At least 3 academic or inter-school awards or TOP Award or Top 10 in Board / CS Exam - 4 pts At least 2 academic/ inter-school awards - 3 pts At least 1 academic/ inter-school awards - 2 pts	
a.3 Outstanding Employee Award (for applicant with previous work experience)	A. Any issuance, memorandum or document showing the Criteria for the Search, AND B. Certificate of Recognition/Merit					Awards given by higher office - 4 pts Awards given by applicant's local office - 2 pt	
Research and Innovation			4				
	A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 15, s.2011 B. Accomplishment Report verified by the Head of Office C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research					MOVs Submitted: A, B, C & D - 4 pts A, B, C & E - 4 pts Only A, B and C - 3 pts Only A and B - 2 pts Only A - 1 pts	
Subject Matter Expert / Membership in NTWGs or Committees			2				
	A. Issuance of Memorandum showing the membership in NTWG or committee. B. Certificate of Participation or Attendance, and C. Output/Adoption by the organization / Div/Ed					MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation			2				
	A. Issuance / Memorandum / Invitation / Training Matrix, AND B. Certificate of Recognition / Merit / Commendation / Appreciation, AND C. Slide deck/s used and/or Session guide/s					Speakership in Higher Office/Level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator			2				
	A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office					Accredited National Advisor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		n/a	10	10	10		
For positions with experience requirement:	A. Action Plan approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization / adoption signed by the Head of Office					MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
For positions with no experience requirement:	Certificate of GWA/OTR/ Diploma/ Special Order or other certifications					(GWA/100) x weight allocation	
APPLICATION OF L&D		n/a	10	10	10		
	A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP). For external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required. B. Action Plan/Entry Action Plan (EAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the head of Office C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level					MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		55	20	20	20		
Written Examinations		n/a	5	5			
Skills or Work Sample Tests		n/a	10	10			
Behavioural Events Interview		n/a	5	5			

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied for: _____
 Office of the Position Applied For: _____
 Contact No.: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 (to be filled out by HR section)

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. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 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 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 of 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 purpose 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 documents or legal writing and all (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.