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

DepEd SDO Dagupan City
RECORDS OFFICE
RELEASED
NOV 25 2026
9669
By: a Time: 1051

Office of the Schools Division Superintendent

November 24, 2026

DIVISION MEMORANDUM
No. 682, s. 2026

CALL FOR APPLICATION FOR ADMINISTRATIVE AIDE VI POSITION

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
Administrative Aide VI/ SG 6/ Php 19,716.00 Item numbers: ADA6-60042-2015	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	CID

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

Address: Burgos St., Poblacion Oeste,Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email:dagupan.city@deped.gov.ph

Office of the Schools Division Superintendent

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

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.

Office of the Schools Division Superintendent

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 **December 7, 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.**

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)
a. Education	5
b. Training	5
c. Experience	20
d. Performance	20

Office of the Schools Division Superintendent

e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	**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.**

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.

For the Schools Division Superintendent:

[redacted]

ANNA LIZA M. CHAN, CESO VI
Assistant Schools Division Superintendent

91

Enclosure 1.

Position Title:	Administrative Aide VI	Salary Grade:	6
Unit/Division:	Curriculum Implementation Division	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.
	Greets 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.

(Enclosure No. 2a to Division Memorandum No. ____ s. 2026)

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	SG 1 - 9 (Non-General Services)	SG 10-23		
EDUCATION	___ OTR or Cert of Units Earned	5	5	5		
TRAINING	___ Certificate of Training	5	5	10		
EXPERIENCE	___ Service Record of COE	20	20	15		
PERFORMANCE		10	20	20		
For positions with experience requirement:	___ Latest performance Rating covering 1 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				*(Board Exam or CS rating / 100) x Weight Allocation*	
	___ PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)				Summa Cum Laude - 20 pts Magna Cum Laude - 19 pts Cum Laude - 18 pts	
OUTSTANDING ACCOMPLISHMENTS		5	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 interschool Award, or ___ B. TOSP 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 TOSP 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 16, s.2017 ___ 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			3			
	___ A. Issuance of Memorandum showing the membership in NTWG or committee; ___ B. Certificate of Participation or Attendance; and ___ C. Output/Adoption by the organization / DepEd				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 Assessor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		n/a	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		
	___ 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/Re-entry Action Plan (REAP) / Job Embedded Learning (JELL/ 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		
Written Examinations		n/a	5	5		
Skills or Work Sample Tests		n/a	10	10		
Behavioural Events Interview		n/a	5	5		

Annex C

CHECKLIST OF REQUIREMENTS

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.	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, of 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 "Electronics Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) (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.