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

May 21, 2025

DIVISION MEMORANDUM
No. 222, s. 2025

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. In reference to DepEd Order No. 007, s. 2023, the Schools Division Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	**Administrative Officer II**/SG 11/ P30,024 Item Number: OSEC-DECSB-ADOF2-60001-2025 OSEC-DECSB-ADOF2-60002-2025 OSEC-DECSB-ADOF2-60003-2025 OSEC-DECSB-ADOF2-60004-2025	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Elementary schools

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

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	OSEC-DECSB-ADOF2-60005-2025 OSEC-DECSB-ADOF2-60006-2025						Salapingao NHS Carael NHS

2. The job description for the aforementioned vacant position is attached as **Enclosure No. 1**.

3. 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 07, s. 2023 prior to submission of application documents.

4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent duly notarized by authorized official (can be accessed thru this link: ***https://tinyurl.com/SDODC-ChecklistNTRTSA***
b. Letter of intent addressed to the Schools Division Superintendent;
c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
d. Photocopy of valid and updated PRC License/ID, if applicable;
e. Photocopy of Certificate of Eligibility/Rating, if applicable;
f. 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;
g. Photocopy of Certificate/s of Training, if applicable;
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
i. Photocopy of latest appointment, if applicable;
j. Photocopy of performance rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable.
k. Other documents as may be required by the HRMPSB for comparative assessment:
   - 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

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5. Deadline for submission of abovementioned documentary requirements shall be on JUN 02 2025. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

6. No additional documents shall be accepted after the deadline.

7. Submission of applications may be done thru any of the following modes:

   a. **Personal submission** to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR

   b. **Online submission** thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: *position applied for_full name of applicant* **(ex. Administrative Officer II_Juan C. Dela Cruz).** Applicants who prefer to submit online shall be required to submit hardcopies directly to the HR unit within one week after deadline.

8. Applicants who will submit thru the records section should proceed first 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 within two working days;

9. The schedule of activities for assessment will be communicated to qualified applicants via their email address.

10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.

11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. As specified in DepEd Order No. 07, s. 2023, applicants shall be rated using the following point system:

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Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishment	10
Application of Education	10
Application of Learning and Development	10
Potential	20

13. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.

14. For information and guidance.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. 222, s. 2025

JOB DESCRIPTION

Position Title:	**Administrative Officer II**	**Salary Grade: 11**
Unit/Division:	Elementary / Salapingao NHS / Carael NHS	**Monthly Salary: P30,024**
QUALIFICATION STANDARD		
Education:	Bachelor's degree relevant to the job	
Experience:	none required	
Training:	none required	
Eligibility:	Career Service Professional/ Second Level Eligibility	
Duties and Responsibilities		
Personnel Administration	*Recruitment and Selection* Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: a. recruitment and selection of applicants in the school assigned; b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment; c. Prepare ERF of qualified teachers and submit to SDO for processing	
	Personnel Records a. Update regularly 201 files and maintain database of personal information of school personnel b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.	

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	Compensation and Benefit a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO
	Other HR-related function a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. 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 as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

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SCORING SHEET for 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 Servicle 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 aplicant'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 aplicant'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 Asessor - 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 (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		
Written Examinations		n/a	5	5		
Skills or Work Sample Tests		n/a	10	10		
Behavioural Events Interview		n/a	5	5		

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