



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

DepEd SDO Dagupan City
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Office of the Schools Division
 Superintendent

August 14, 2025

DIVISION MEMORANDUM
 No. 397, s. 2025

CALL FOR APPLICATION FOR NON-TEACHING 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. In reference to DepEd Order No. 007, s. 2023, the Schools Division Office of Dagupan City through the Human Resource Merit Promotion and Selection Board (HRMPSB) is now 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	Project Development Officer I/SG 11/ P30, 024.00 Item Numbers: OSEC-DECSB-PDO1-60021-2016	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility		SGOD
2	Administrative Assistant III / SG 9/ P23, 226.00 Item Numbers:	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional / First Level Eligibility		OSDS



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 Telephone: (075) 653-4101
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5. Deadline for submission of abovementioned documentary requirements shall be on AUG 28 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)**

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. 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. 7, s. 2023, applicants to non-teaching positions shall be rated as follows:



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Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

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 BANZON EdD, CESO V
Schools Division Superintendent

JOB DESCRIPTION

Position Title:	Project Development Officer I	Salary Grade:	11
Unit/Division:	School Governance and Operations Division	Monthly Salary:	30,024
QUALIFICATION STANDARD			
Education:	Bachelor's degree relevant to the job		
Training:	None required		
Experience:	None required		
Eligibility:	Career Service Professional / Second Level Eligibility		
Duties and Responsibilities			
Youth Formation Program Management and Implementation			
1. Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program.			
2. Prepares division memorandum on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office.			
3. Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values.			
4. Oversees the election of the SPG, SSG, clubs and other youth organizations in schools.			
5. Organizes and facilitates the conduct of the division-federated SPG and SSG elections.			
6. Oversees advocacy activities of the schools on youth formation programs.			
7. Develops a division database of newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and submits it to the Regional and Central Office.			
8. Prepares and submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary.			
9. Recommends and initiates other youth formation programs, projects, and activities applicable in the division			
Technical Assistance			
1. Acts as member of the Division Field Technical Assistance Team (DFTAT) to schools in implementing their school-based youth formation program management scheme			
2. Prepares and submits reports to the Senior Education Program Specialist for policy recommendation on division youth formation programs.			
3. Provides technical assistance to schools on youth formation program-related programs, projects, and activities			
4. Provides technical assistance to the Regional Office on the conduct of the regional-federated SSG and SPG elections			
5. Provides technical assistance to the Central Office as may be deemed necessary			
Capacity Building			
1. Develops localized needs assessment tool for conceptualizing youth formation training programs in the division level.			
2. Prepares division memorandum and facilitates the conduct of the training needs assessment in schools.			
3. Conducts capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs			
4. Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Improvement Division (CID).			
5. Crafts training framework and design for capacity building activities.			
6. Initiates division-level recognition and awards programs for outstanding SSG/SPG, school organizations, officers and advisers			

Monitoring and Evaluation
1. Provides monitoring and evaluation functions to the implementation of youth formation programs to ensure quality standard compliance.
2. Monitors proper implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG General Plan of Actions (GPOA), and career guidance modules
3. Administers the monitoring and evaluation tools for implementation of programs and projects
4. Tabulates and consolidates the results of the monitoring and evaluation tools.
5. Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
6. Provides feedback to the Senior Education Program Specialist on youth formation program implementation as reference for possible policy recommendation to SDS.
Finance and Administrative Management
1. Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities for the review of the Senior Education Program Specialist and School Governance and Operations Division Chief to ensure financial resources are properly planned and allocated
Partnership and Linkages
1. Drafts proposals to possible partners and advocates of youth formation to support initiatives and roll-out of programs.
2. Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level
Secondary Duties
1. As may be assigned by the superior

Position Title:	Administrative Assistant III	Salary Grade:	9
Unit/Division:	OSDS-Personnel Section	Monthly Salary:	23,226
QUALIFICATION STANDARD			
Education:	Completion of two-year studies in college		
Training:	4 hours of relevant training		
Experience:	1 year of relevant experience		
Eligibility:	Career Service Sub-professional/ First Level Eligibility		
a. Assist the HRMPSB by setting schedule of applicants for interview and prepare supporting documents, data and materials needed in the selection process.			
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. Assist in the preparation of documents for appointment, review completeness of documentary requirements for appointment.			
d. Assist in the processing of applications for upgrading and reclassification of position to maintain the accuracy and relevance of the organization staffing pattern.			
e. Assist the HRMO in the initial evaluation of documents submitted by applicants for natural vacancy and reclassification			

SCORING SHEET for NON-TEACHING POSITIONS
(based on DepEd Order 007, s. 2023)

Name of Applicant: _____
Position Applied For: _____

Date of Assessment: _____

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: O4	(Board Exam or CS rating / 100) x Weight Allocation				
	FD 907 or Foreign School Honor Graduate Eligibility (FSHGLE)	Summative Cum Laude: 20 pts Magnum Cum Laude: 15 pts Cum Laude: 10 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 Inter-school Award, or	At least 3 academic or inter-school awards or TSP Award or Top 10 in Board / CS Exam: 4 pts				
	B. TOSP Award, or C. Certification or any document that the applicant brings to the Top 10 in the Board or Civil Service Eligibility Examination	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 pts				
Research and Innovation		4				
	A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 18 s. 2017	MOVs Submitted:				
	B. Accomplishment Report verified by the Head of Office	A, B, C & D: 4 pts				
	C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office	A, B, C & E: 4 pts				
	D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office	Only A, B and C: 3 pts				
	E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research	Only A and B: 2 pts Only A: 1 pt				
Subject Matter Expert / Membership in HTWGs or Committees		3				
	A. Issuance of Memorandum showing the membership in HTWG or committee	MOVs Submitted:				
	B. Certificate of Participation or Attendance; and	All MOVs: 3 pts				
	C. Output/Adoption by the organization / Dept'd	Only A and B: 2 pts				
Resource Speakership / Learning Facilitation		2				
	A. Issuance / Memorandum / Invitation / Training Matrix; AND	Speakership in Higher Office/Level: 2 pts				
	B. Certificate of Recognition / Merit / Commendation / Appreciation; AND	Speakership in applicant's local office: 1 pt				
	C. Slide deck/s used and/or lesson plan/s					
NEAP Accredited Learning Facilitator		2				
	A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office	Accredited National Advisor: 2 pts				
	B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office	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	MOVs Submitted: 2 pts				
	B. Accomplishment Report verified by the Head of Office	All MOVs: 10 pts				
	C. Certification of the utilization / adoption signed by the Head of Office	Only A & B: 7 pts Only A: 5 pts Only B: 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.	MOVs Submitted: 2 pts				
	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	All MOVs: 10 pts				
	C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office of the local level.	Only A, B & C: 7 pts				
	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.	Only A & B: 5 pts				
POTENTIAL		55	20	20		
Written Examinations		n/a	5	5		
Skills or Work Sample Tests		n/a	10	10		
Behavioral Events Interview		n/a	5	5		