



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
 No. 470 s. 2025

23 SEP 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 463, S. 2025 TITLED
 RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT
 NON-TEACHING POSITIONS IN SECONDARY SCHOOLS**

TO : Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Public Schools District Supervisors
 Heads of Public Elementary, Integrated and Senior High Schools
 All Others Concerned

1. In reference to Division Memorandum No. 463, s. 2025 titled **Recruitment, Evaluation and Selection of Applicants for Vacant Non-Teaching Positions in Secondary Schools**, please be informed of the additional vacant positions:

POSITION	No. of Items	PLACE OF ASSIGNMENT
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	1	PONTEVEDRA NHS - JHS
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK)	1	LUCERO NHS - JHS
ADMINISTRATIVE AIDE III (CLERK I)	1	IVISAN NHS - JHS

- Other provisions of the aforementioned Memorandum remain in effect.
- Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
 Schools Division Superintendent

Encl.: As stated
 References: DepEd Order No.007, s. 2023;
 DepEd Order No.021, s. 2024

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

EVALUATION RANKING RECRUITMENT SELECTION



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