



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

09 FEB 2026

DIVISION MEMORANDUM

No. 074s. 2026

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT
NON-TEACHING AND RELATED TEACHING POSITIONS IN ELEMENTARY
SCHOOLS AND DIVISION OFFICE**

To: Assistant Schools Division Superintendent
OIC, Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated, and Secondary Schools
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for vacant non-teaching and related teaching positions in elementary schools and division office. Submission of folders shall be through the **Records Section**, this Division from **February 9, 2026 to 5:00 o'clock in the afternoon of February 20, 2026**.
2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline, and checklist of documentary requirements are found in Enclosures No. 1-5, respectively.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this Office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled "**Guidelines on Recruitment, Selection, and Appointment in the Department of Education**".
5. Interested applicants shall submit the following documentary requirements (**one folder and one application code per position**) on or before the deadline indicated above:
 - a. Letter of intent **specifying the desired position and place of assignment where the vacancy exist**, addressed to the Schools Division Superintendent, **ROEL F. BERMEJO**;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2025) and Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;



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- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as 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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), subscribed before an officer authorized to administer the oath (Enclosure No.5), **to be attached on the first page of application documents**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment.
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

Applicants who failed to submit the complete mandatory documents (items 5.a to 5.j) on the set deadline shall not be included in the pool of applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants (paragraph no. 21 of DO No. 007 s. 2023). **No new or additional documents will be accepted after the deadline.**

6. The assessment of these positions shall be based on the criteria per Enclosure No. 5 of DepEd Order No. 007 s. 2023:

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
 - f. Application of Education acquired after the last promotion;



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- g. Application of Learning and Development (L&D) acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

7. All documents must be orderly arranged and securely fastened at the top portion based on the Checklist of Requirements (Annex C) **with side tabbing and Table of Contents** in a color-coded folder as follows:

- a. Medical Officer III – Brown
- b. Senior Education Program Specialist - Brown
- c. Public Schools District Supervisor – Orange
- d. Education Program Supervisor (English) - Orange
- e. Administrative Officer IV (Procurement) – Light Blue
- f. Legal Assistant I - Black
- g. Administrative Officer II (Procurement) – White
- h. Administrative Officer II (Elementary) – Royal Blue
- i. Project Development Officer I – Light Pink
- j. Administrative Assistant III – Gray
- k. Administrative Assistant III (Secretary) – Violet
- l. Administrative Assistant III (Bookkeeper) – Red
- m. Administrative Assistant II (Disbursing Officer) – Green
- n. Administrative Assistant II (Accounting Clerk) - Light Green
- o. Administrative Aide VI - Yellow

The front cover of each folder should contain information such as:

- a. Applicant's Name
- b. Address
- c. Position and Preferred Place of Assignment
- d. Contact Number

Each document must have a **page number at the bottom (E.g.: Page 1 of 30)** to ensure no additional documents will be inserted after the submission.

8. All applicants are required to register and encode pertinent information using the link <https://bit.ly/JoinMeNonTeaching>. Upon registration, a confirmation message with a link will be shown to generate the application code. The unique **application code** will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.

9. Applicants are enjoined to strictly observe these guidelines in the submission of documents related to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. **Any false and fraudulent documents submitted shall be ground for disqualification.**



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10. Scanned copies of the application documents should be uploaded to the link: <https://bit.ly/SDOCAPIZUploadDoc>.
11. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through their **registered email address** (inbox and spam folder) and/or official announcement posted on the **SDO Capiz Personnel Section** Facebook page. Applicants must bring their laptop, charger, extension cord, and own pocket or portable wi-fi on this scheduled day.
12. The period covered for creditable points for outstanding accomplishments, awards, participation in training/ seminar, etc. is from the date of the last promotion up to **February 20, 2026**.
13. Applicants who wish to retain their points from the recently concluded ranking may do so, provided that this intent is stated in their letter and a photocopy of duly signed Individual Evaluation Sheet (IES) is attached. They are still required to generate new application code and submit folder with documentary requirements in items no. 5.a to 5.e and 5.j.
14. Failure of the applicant to appear in any of the ranking processes will be ground for non-inclusion of his/her name in the official pool of applicants.
15. Interested applicants in Related-Teaching Positions (SEPS, PSDS, & EPS) with pending application for reclassification shall not be allowed to apply until the resolution of their reclassification.
16. Expenses of the Division HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
17. 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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Enclosure No. 1 to SDM 074 s. 2026

LIST OF VACANT POSITION

ELEMENTARY/ SDO

| POSITION | No. of Items | PLACE OF ASSIGNMENT |
|---|---------------------|---|
| MEDICAL OFFICER III | 1 | DIVISION OF CAPIZ – SGOD |
| SENIOR EDUCATION PROGRAM SPECIALIST (PLANNING & RESEARCH) | 1 | DIVISION OF CAPIZ – SGOD |
| PUBLIC SCHOOLS DISTRICT SUPERVISOR | 1 | DIVISION OF CAPIZ – CID |
| EDUCATION PROGRAM SUPERVISOR (ENGLISH) | 1 | DIVISION OF CAPIZ – CID |
| ADMINISTRATIVE OFFICER IV (PROCUREMENT) | 1 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">Administrative Section/ Office of the Assistant Schools Division Superintendent |
| LEGAL ASSISTANT I | 1 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">Legal Unit |
| ADMINISTRATIVE OFFICER II (PROCUREMENT) | 1 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">Administrative Section / Office of the Assistant Schools Division Superintendent |
| ADMINISTRATIVE OFFICER II (ELEMENTARY) | 5 | DIVISION OF CAPIZ - ELEMENTARY SCHOOLS <ul style="list-style-type: none">Agsilab ES (Sapian)Bantigue ES (Panay)Agdahon ES (Cuartero)Ilas Norte ES (Dao)Janguslob ES (Dumarao) |
| PROJECT DEVELOPMENT OFFICER I | 1 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">Clustered Elementary Schools |
| ADMINISTRATIVE ASSISTANT III | 3 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">Personnel Unit |
| ADMINISTRATIVE ASSISTANT III (SECRETARY) | 1 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">OSDS Proper |
| ADMINISTRATIVE ASSISTANT III (BOOKKEEPER) | 21 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">Accounting Unit - 5Budget Section - 1Central Schools – 8District – 6Personnel Unit - 1 |



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|---|----|--|
| ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER) | 14 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">• Central Schools – 13• Personnel Unit - 1 |
| ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK) | 1 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">• Personnel Unit |
| ADMINISTRATIVE AIDE VI | 4 | DIVISION OF CAPIZ – OSDS <ul style="list-style-type: none">• OSDS Proper• CID• Administrative Section• Records Unit |



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Enclosure No. 2 to SDM 074 s. 2026

APPROVED CSC QUALIFICATION STANDARD (QS)

| Position Title | SG | Education | Training | Experience | Eligibility |
|---|-----------|--|---|--|--|
| MEDICAL OFFICER III | 21 | Doctor of Medicine | 4 hours of relevant training | At least 1 year of relevant experience in the practice of Medicine | Physician |
| SENIOR EDUCATION PROGRAM SPECIALIST (PLANNING & RESEARCH) | 19 | Bachelor's degree in Education or it's equivalent and completion of academic requirements for Masters's degree relevant to the job | 2 years of experience in education, research, development, implementation, or other relevant experience | 8 hours of relevant training | RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position |
| PUBLIC SCHOOLS DISTRICT SUPERVISOR | 22 | Master's degree in Education or other relevant master's degree | 5 years cumulative experience in instructional supervision and school management | 16 hours of relevant training | RA 1080 (Teacher) |
| EDUCATION PROGRAM SUPERVISOR | 22 | Masters degree in education or other relevant degrees or Masters degree with a specific area of Specialization | At least 2 years experience as a Principal or Head Teacher or Master Teacher | 8 hours of training in management and supervision | RA 1080 (Teacher) |
| ADMINISTRATIVE OFFICER IV (PROCUREMENT) | 15 | Bachelor's degree relevant to the job | 1 year relevant experience | 4 hours of relevant training | CS Professional/ Second Level Eligibility |



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|---|----|--|-------------------------------|------------------------------|--|
| ADMINISTRATIVE OFFICER II (PROCUREMENT) | 11 | Bachelor's degree relevant to the job | None Required | None Required | CS Professional/ Second Level Eligibility |
| LEGAL ASSISTANT I | 10 | Bachelor's degree | None Required | None Required | CS Professional/ Second Level Eligibility |
| ADMINISTRATIVE OFFICER - II | 11 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional or Second Level Eligibility) |
| PROJECT DEVELOPMENT OFFICER I | 11 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional/ Second Level Eligibility) |
| ADMINISTRATIVE ASSISTANT III | 9 | Completion of 2 years studies in College | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub professional)/ First Level Eligibility |
| ADMINISTRATIVE ASSISTANT III (Sr. Bookkeeper) | 9 | Completion of 2 years studies in College | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub professional)/ First Level Eligibility |
| ADMINISTRATIVE ASSISTANT- III (SECRETARY) | 9 | Completion of 2 years studies in College | 1 year relevant experience | 4 hours of relevant training | CS Sub-Professional/ First Level Eligibility |



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|---|---|--|---|-------------------------------------|--|
| ADMINISTRATIVE ASSISTANT- II (Disbursing Officer) | 8 | Completion of 2 years studies in College | 1 yr relevant experience | Four (4) hours of relevant training | Career Service (Sub Professional) |
| ADMINISTRATIVE ASSISTANT- II (Accounting Clerk) | 8 | Completion of 2 years studies in College | 1 yr relevant experience in accounting activities/tasks | Four (4) hours of relevant training | Career Service (Sub Professional) |
| ADMINISTRATIVE AIDE VI | 6 | Completion of 2 years studies in College | None Required | None Required | Career Service (Sub professional)/ First Level Eligibility |



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Enclosure No. 3 to SDM 074 s. 2026

POINT SYSTEM FOR EVALUATIVE ASSESSMENT

Non-Teaching Positions

| Criteria | Breakdown of Points | | |
|--|---------------------|-------------------------------|--------------------|
| | General Services | SG 1-9 (Non-General Services) | SG 10-23 and SG 27 |
| a. Education | 5 | 5 | 5 |
| b. Training | 5 | 5 | 10 |
| c. Experience | 20 | 20 | 15 |
| d. Performance | 10 | 20 | 20 |
| e. Outstanding Accomplishments | 5 | 10 | 10 |
| f. Application of Education | - | 10 | 10 |
| g. Application of L&D | - | 10 | 10 |
| h. Potential (Written Test, BEI, Work Sample Test) | 55 | 20 | 20 |
| Total | 100 | 100 | 100 |

Related Teaching Positions (SEPS, PSDS & EPS)

| Criteria | SG 16-22 |
|--|------------|
| a. Education | 10 |
| b. Training | 10 |
| c. Experience | 10 |
| d. Performance | 20 |
| e. Outstanding Accomplishments | 5 |
| f. Application of Education | 15 |
| g. Application of L&D | 10 |
| h. Potential (Written Test, BEI, Work Sample Test) | 20 |
| Total | 100 |



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Enclosure No. 4 to SDM 074 s. 2026

TIMELINE

| DATE | ACTIVITIES | VENUE | PERSONNEL INVOLVED |
|--|---|-----------------------------------|---|
| February 9 to February 20, 2026; 8:00am to 5:00pm | Submission of Application Documents (Hardcopy) to the Division Office | Division Office – Records Section | Applicants Records Section Staff |
| February 23 to March 6, 2026 | Conduct of Initial Evaluation Based on Qualification Standards (QS) Issuance/ Posting of List of Qualified Applicants based on IER | Division Multi-Purpose Hall | School/District Sub-Committee HRMO & Division HRMPSB Secretariat |
| March 9 to 20, 2026 | Schedule of Written Test, Skill Test, Work Sample Test, & Interview Open Ranking System | Division Multi-Purpose Hall | Division HRMPSB & Secretariat |
| March 23 to 27, 2026 | Preparation of Final CAR-RQA of Applicants | Office of the ASDS | Division HRMPSB & Secretariat |
| March 30, 2026 | Posting of the CAR-RQA of Applicants | | Division HRMPSB & Secretariat |

Note: The Division HRMPSB may adjust the timeline based on their needs or availability. Applicants are requested to check their registered email address or the SDO Capiz Personnel Section Facebook page for announcements.



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