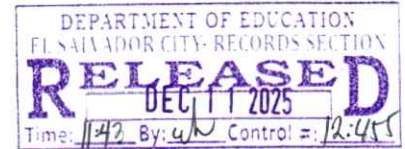




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



10 Dec 2025

DIVISION MEMORANDUM
No. 455, s. 2025

ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
ADMINISTRATIVE ASSISTANT III, MEDICAL OFFICER III AND SENIOR
EDUCATION PROGRAM SPECIALIST (HRDD)

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
All Division Office Personnel
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for the submission of Applications for various non-teaching and related teaching positions until **January 15, 2026, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	SG/ Salary	Item No.	Station Assignment
Administrative Assistant III (Senior Bookkeeper)	SG-9 / Php23,226.00	OSEC-DECSB- ADAS3-660177-2018	Elementary Schools
Medical Officer III	SG-21 / Php70,013.00	OSEC-DECSB- MDOF3-660002-2017	SGOD- Division Office
Senior Education Program Specialist (HRD)	SG-19/ Php56,390.00	OSEC-DECSB- SREPS-660048-2014	SGOD- Division Office

2. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
3. The assessment for this position shall be based on the following criteria:
 - **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - **Training** hours relevant to the position to be filled, acquired after the last promotion but within the **last five (5) years**;



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- **Experience** relevant to the position to be filled;
- **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;
- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. Qualification standards of the positions:

POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Assistant III (Senior Bookkeeper)	Bachelor's degree in Business Administration, Major in Accounting; OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; OR Completion of 2 years studies in college with at least nine (9) units in accounting	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	1-year relevant experience in accounting tasks/ activities	Career Service (Sub-Professional)/ First Level Eligibility
Medical Officer III	Doctor of Medicine	None required	None required	RA 1080
Senior Education Program Specialist (HRD)	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2years experience in education research, development, implementation or other relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility to Second Level Position



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5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab and color of folder, as enumerated below:

VACANT POSITION	PLACE OF ASSIGNMENT	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Administrative Assistant III (Senior Bookkeeper)	Clustered School/SDO	2025-ADAS3E_Full Name	2025-ADAS3E_Juan D. Cruz
Medical Officer III	SDO SGOD	2025-MDOFA_Full Name	2025-MDOFA_John D. Cruz
Senior Education Program Specialist (HRD)	SDO SGOD	2025-SEPSA_Full Name	2025-SEPSA_June D. Cruz

6. **Order of documents shall be as follows:**

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
- b. Letter of intent addressed to the Schools Division Superintendent;
RANDOLPH B. TORTOLA
Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- e. Photocopy of valid and updated PRC License/ID, if applicable
- f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. Certification of MA/PhD units earned from university registrar, if applicable;
- h. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if applicable;
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, if applicable;
- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;



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- l. Photocopy of Latest Appointment, if applicable;
- m. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
 - i. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation;
 - (2) Certificate of recognition/Award
 - ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017l;
 - (2) Accomplishment report verified by the Head of Office;
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
 - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
 - iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
 - (1) Issuance/Memorandum showing the membership in NTWG or Committee;
 - (2) Certificate of Participation or Attendance;
 - (3) Output/ Adoption by the organization/DepEd;
 - iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
 - (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
 - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
 - (3) Slide deck/s used and/or Session guide/s
 - v. NEAP Accredited Learning Facilitator MOVs:
 - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
 - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;



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- o. Means of Verification (MOVs) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
- (1) Action Plan approved by the Head of Office;
 - (2) Accomplishment Report verified by the Head of Office;
 - (3) Certification of the utilization/adoption signed by the Head of Office;
- p. Means of Verification (MOVs) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
 - (2) 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;
 - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
 - (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.
7. Further, this is to reiterate item no. 21, 22 and 25 of DepEd Order No. 7, s. 2023 as follows:

"21. Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicant. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 20.k) shall not warrant exclusion from the pool of official applicants."

"22. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum."



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“25. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement (Item 20.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.”

8. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief - SGOD
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Nyssa Isobel M. Sabado, ADAS II (Level 1 positions)
	Maricel B. Jangao, Accountant III (ADAS3E)
	Jon Louis O. Dacoco, AO II (Level 2 positions)
	Analyn G. Fabria, EPSVR (SREPS)
Secretariat	Bridget Gale B. Gellor, Dentist II (MDOF)
	Cecille Z. Khobuntin, Nurse II (MDOF)
	Randy Rhys U. Capistrano, ADAS III

9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation. Schedule of activities for the recruitment of said position will be issued on a separate memo.
10. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
11. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
HIRING RECRUITMENT SELECTION

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

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 2017) 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 on the 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 purposes 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 "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.




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


VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	Accounting Section / Clustered School		
CODE:	ADAS3E		
POSITION PROFILE			
Position:	Administrative Assistant III (Senior Bookkeeper)	Salary Grade:	9
		Monthly Salary:	Php 23,226.00
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS3-660177-2018	a. Personal Economic Relief Allowance b. Mid-year bonus c. Productivity Enhancement Incentive d. Clothing Allowance e. Cash Gift f. Year-end bonus		
JOB SUMMARY			
To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports. This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations in accounting, to ensure efficient school/office operations.			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
PREFERRED QUALIFICATIONS			
Education	Bachelor's degree in Business Administration, Major in Accounting; OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; OR Completion of 2 years studies in college with at least nine (9) units in accounting		
Training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		
Experience	1-year relevant experience in accounting tasks/ activities		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a.	<i>Core Behavioral Competencies:</i> Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;		
b.	<i>Core Skills:</i> Oral Communication Written Communication, Computer/ICT Skills		
OTHER QUALIFICATIONS			
a.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
b.	Must be keen to details and mindful of deadlines.		

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title		Salary Grade	19
Parent/Office/Bureau/Service		Governance Level Unit/Division	Schools Division Office School Governance and Operations Division – Human Resource Development
Reports to Positions Supervised		Effectivity Date	
JOB SUMMARY			
<ul style="list-style-type: none"> To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region To provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office 			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job		
Experience	2 years experience in education, research, development, implementation, or other relevant experience		
Eligibility	8 hours of relevant training		
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
HR Strategic Plans and Policies	<ul style="list-style-type: none"> • Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on HRD programs and their implementation. • Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs. • Coordinate the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed.
Professional and Career Development	<ul style="list-style-type: none"> • Determine professional and competency development needs of individual personnel in the schools division by implementing the system designed for such , in order to arrive at profiles on individual and group competency development needs. • Implement system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
HR Development Interventions	<ul style="list-style-type: none"> • Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training. • Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training. • Prepare a “Calendar of Training and Development Programs” offering to division personnel to help them determine and schedule their attendance. • Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel. • Conduct training programs (including career development programs) regularly offered to schools division personnel. • Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development.
Scholarship and Professional Program Coordination	<ul style="list-style-type: none"> • Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings • Disseminate to school division personnel opportunities for scholarships and accept applications. • Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars • Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar • Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship. • Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
Training and Development Records	<ul style="list-style-type: none"> • Coordinate the installation and ensure continuous operation and maintenance of the TDIS • Supervise encoding of training records in the TDIS to ensure accuracy • Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development in the schools division.
Succession and Exit	<ul style="list-style-type: none"> • Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO • Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO • Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. • Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace.
Employees Welfare	<ul style="list-style-type: none"> • Design and implement process for gathering data on welfare needs of employees. • Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups. • Review, propose and coordinate implementation of reward and recognition programs • Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management. • Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback to management
Technical Assistance	<ul style="list-style-type: none"> • Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations

 Department of Education	JOB DESCRIPTION	JD No. ____	Revision Code: ____		
Position Title				Salary Grade 21	Schools Division Office
Parent/Office/Bureau/Service				Governance Level Unit/Division	School Governance & Operations Division
Reports to				Effectivity Date	
Positions Supervised					
JOB SUMMARY					
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)				
Experience	At least 1 year of relevant experience in the practice of Medicine				
Eligibility	RA 1080 (Physician's Licensure Exam)				
Trainings	4 hours of relevant training				
B. Preferred Qualifications					
Education					
Experience					
Eligibility					
Trainings					

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Health Program and Services	<ul style="list-style-type: none"> Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners Prepares and submits periodic reports of accomplishments
Nutrition Program Service	<ul style="list-style-type: none"> Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation
Partnership	<ul style="list-style-type: none"> Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs