



Republika ng Pilipinad  
**Kagawaran ng Edukasyon**  
 REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

February 27, 2026

**DIVISION MEMORANDUM**  
 No. 325 s. 2026

**ACCEPTANCE OF APPLICATIONS FOR NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent  
 CID & SGOD Chief and Personnel  
 OSDS Unit Heads and Personnel  
 Elementary & Secondary School Heads  
 All Others Concerned

1. The DepED Schools Division Office of Catanduanes announces the acceptance of applications for non-teaching positions from March 2, 2026 until 9AM of March 13, 2026.

2. The vacancies are the following:

Position Title	Salary Grade	Office/Assignment	No. of Vacancy
Administrative Aide VI	6	OSDS-Office of the Administrative Officer V	1
Administrative Assistant II (Disbursing Officer)	8	OSDS-Agban ES & Dororian ES	1
		Gigmoto Rural Development High School	1
		Supang Datag National High School	1
Administrative Assistant II	8	Gigmoto Rural Development High School	1
Senior Bookkeeper	9	Elementary-Accounting Section	1
Accountant I	12	Pandan School of Arts & Trades	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link [tinyurl.com/NonTeachingApp1](http://tinyurl.com/NonTeachingApp1) and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office- Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color coded folder:

- Administrative Aide VI – Orange
- Administrative Assistant II (Disbursing Officer) - Red
- Administrative Assistant II – Yellow
- Senior Bookkeeper- Green
- Accountant I - White

Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2025) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at <a href="https://bit.ly/PDSCSCForm212">https://bit.ly/PDSCSCForm212</a>
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)



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F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating covering one (1) complete performance cycle acquired in their current or latest position (for positions requiring Performance Rating) For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings.
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) - <b>download @ <a href="https://bit.ly/Annex_C">bit.ly/Annex_C</a></b>
<b>OTHER DOCUMENTS (Refer to DepEd Order No. 7, s. 2023 and DepEd Order No. 21 s. 2024)</b>	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> <li>• Awards and Recognitions</li> <li>• Research and Innovation</li> <li>• Membership in National Technical Working Groups (TWGs) or Committees</li> <li>• Resource Speakership/Learning Facilitation</li> <li>• NEAP Accredited Learning Facilitator</li> </ul>
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> <li>• Action Plan approved by the Head of Office</li> <li>• Accomplishment Report verified by the Head of Office</li> <li>• Certification of the utilization/adoption signed by the Head of Office</li> </ul> For positions with no experience requirement: <ul style="list-style-type: none"> <li>• Certification of General Weighted Average (GWA) in the highest academic/grade level earned as evidenced by the Transcript of Records/Diploma/Special Order from the Commission on Higher Education (CHED) or other certification</li> </ul>
M	Application of Learning & Development, if any <ul style="list-style-type: none"> <li>• Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&amp;D intervention is aligned with the tasks of the applicants)</li> <li>• Action Plan/Re-Entry Action Plan</li> <li>• Accomplishment Report with a certification that the L&amp;D was used/adopted by the Office</li> </ul>

6. Applicants must submit one (1) folder for each position applied for.
7. Applicants for Administrative Aide VI (OSDS-Office of the Administrative Officer V) who applied per Division Memorandum No. 1224 s. 2025 may update and submit their additional documents together with Annex C.
8. For Application of Education, points shall be given to applicants who have earned higher education units or degrees beyond the minimum qualifications of the vacant position and have submitted the required Means of Verification (MOVs).
9. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.
10. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
11. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
March 3, 2026 (10:00AM-11:00AM)	Orientation of Applicants	Online Note: All interested qualified applicants	HRMO HRMO Secretariat	Interested Applicants



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		shall request a link through this email <a href="mailto:hrmosp.ctd@deped.gov.ph">hrmosp.ctd@deped.gov.ph</a>		
3 March 13, 2026 (8:00AM - 9:00AM)	Deadline of Submission of Application letter with relevant documents	Records Section	Records Officer	Interested Applicants
March 14-18, 2026 (8:00AM-5:00PM)	Initial Evaluation of Documents	SDO Terrace	HRMO, HRMPSB Secretariat	HRMO, HRMPSB Secretariat
To be announced	Written Test and Work Sample Test	SDO Terrace	HRMPSB Secretariat	Qualified Applicants
To be announced	Document Evaluation & Behavioral Event Interview	SDO Terrace	HRMPSB	Qualified Applicants
To be announced	Release of Comparative Assessment Result-Registry of Qualified Applicants	SDO	HRMPSB Secretariat	

12. The Criteria and Point System for Hiring and Promotion for Non-Teaching positions per DepED Order No. 7 s. 2023 and DepED Order No. 21, s. 2024 are as follows:

Criteria	Non-Teaching Position Non-General Services (SG 1-9) Points	Non-Teaching (SG 10-23 & SG 27)
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning & Development	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20

13. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

14. Applicants who failed to submit complete mandatory documents on **March 13, 2026 (until 9AM)** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

15. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

16. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.

17. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.



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18. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
19. This Office upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”
20. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
21. Services rendered of HRMPSB, HRMPSB Secretariat and Sub-Committee on Saturdays, Sundays and Holidays shall be granted Compensatory Overtime Credit.
22. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
23. For information, immediate and wide dissemination, guidance and compliance.

**MA. JEANY T. ABAYON**  
Asst. Schools Division Superintendent  
Officer-In-Charge, Schools Division Superintendent





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**ADMINISTRATIVE AIDE VI**

Position Title	SG	Level	Education	Experience	Training	Eligibility
ADMINISTRATIVE AIDE VI	6	1	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE (PRIOR TO 2018), OR COMPLETION OF GRADE 12/SENIOR HIGH SCHOOL UNDER TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK, OR COMPLETION OF GRADE 10/JUNIOR HIGH SCHOOL WITH RELEVANT VOCATIONAL/TRADE COURSE (TESDA NC II) (STARTING 2018)	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL)/ FIRST LEVEL ELIGIBILITY

**JOB SUMMARY**

To provide clerical and secretariat support to AOV/ and administrative services function

Job Description - Ver 2

KRA	DUTIES AND RESPONSIBILITIES
Schedules Administrative Service Activities	<ul style="list-style-type: none"> <li>Schedules/calendars meetings/appointments/training/workshops</li> </ul>
Records and Files	<ul style="list-style-type: none"> <li>Documents/communications received, routed , tracked</li> <li>Filing system created, and maintained</li> <li>Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>Comprehensive and complete minutes of meetings/agenda attended</li> <li>Daily attendance of Administrative Service Staff (to establish staff location)</li> </ul>
Administrative Support	<ul style="list-style-type: none"> <li>Encoded documents</li> <li>Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> <li>Supporting documents, petty cash, documents/forms</li> </ul>
Secretariat and Frontline	<ul style="list-style-type: none"> <li>Travel bookings made</li> <li>Appointment, venue, meals arranged</li> <li>Received/routed calls</li> <li>Visitors responded to</li> <li>Follow through on inquiries</li> </ul>



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**Administrative Assistant II (Disbursing Officer)**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility

DUTIES AND RESPONSIBILITIES	
<b>Disbursing Officer II</b>	
1	Assists in collection of funds and deposits
2	Prepares remittance and deposit slips
3	Prepares report of collections and deposits
4	Draws cash advances for trainings as designated disbursing officer
5	Pays out cash for payrolls and vouchers
6	Controls payroll and prepares vouchers for salaries and wages
7	Verifies and pays salaries and wages and other disbursements
8	Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received
9	Accounts for receipt custody and disbursement of funds
10	Prepares report of disbursements
11	Processes checks and advice of checks issued and cancelled
12	Prepares report of checks issued and cancelled
13	Controls and releases approved checks to Deped creditors

**Administrative Assistant II**

JOB SUMMARY	
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance related, to ensure efficient office operations.	
KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> <li>Preparation/maintenance of registers of accounts and obligations</li> <li>Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>Preparation of liquidation of cash advances</li> <li>Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the School Schools Division</li> <li>Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant</li> </ul>
Budgeting Services	<p><b>Budgeting System</b></p> <ul style="list-style-type: none"> <li>Assist in the conduct of orientations and workshops on the budgeting system</li> <li>Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement</li> </ul> <p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> <li>Provide clerical support in the preparation of budget proposals</li> <li>Act as Liaison Officer to DBM, HEA and other oversight bodies</li> <li>Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> <li>Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ul> <p><b>Budget Execution</b></p> <ul style="list-style-type: none"> <li>Assist in gathering of data needed in the preparation of cost efficiency computations</li> <li>Prepare data needed to approve obligation requests</li> <li>Gather data needed to evaluate and prepare status report on budget utilization</li> <li>Prepares documents to approve fund transfer to other operating units</li> </ul> <p><b>Budget Accountability and Reports</b></p> <ul style="list-style-type: none"> <li>Gather data needed in the preparation of budget accountability reports</li> </ul>



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SENIOR BOOKKEEPER

Position Title	SG	Level	Education	Experience	Training	Eligibility
SENIOR BOOKKEEPER	9	1	COMPLETION OF 2 YEAR OF STUDIES IN COLLEGE (PRIOR TO 2018), OR COMPLETION OF GRADE 12/SENIOR HIGH SCHOOL (STARTING 2016)	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE (SUB-PROFESSIONAL)/ FIRST LEVEL ELIGIBILITY

Senior Bookkeeper – Schools and DO	
1	Prepares journal entries, reports, letters, endorsements and memoranda
2	Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports
3	Prepares the reconciliation of the books of accounts
4	Prepares, reviews and revises the work of subordinates
5	Prepares financial reports
6	Analyzes financial statements made by assistants and helpers
7	Maintains discipline and efficiency of subordinates
8	Assists in supervising bookkeeping work in office and ascertains that transactions have been properly recorded in books
9	Prepares final balances, monthly statement of income and expenditures and other financial statements, and prepares adjusting entries and journal vouchers
10	Prepares correspondence pertaining to financial and bookkeeping matters
17	Supervises the submission of required financial data and reports to oversight agencies
18	Ensures that Audit Observation Memorandum (AOM) and Annual Audit Report findings are complied with, addressed and justified
19	Attends budget hearings at the regional and national levels
20	Assists the agency head in defending the budget proposals/estimates
21	Provides inputs for improvement of accounting and budget systems
22	Supervises the accurate and timely preparation and submission of financial reports to COA and other oversight agencies
23	Serves as organizer, facilitator, resource speaker and consultant on budgeting related trainings and other budget and accounting developmental activities
24	Recommends budget and other finance-related trainings
25	Coordinates with stakeholders, other government agencies, banks and other funding institutions on financial resource generation and related initiatives
26	Ensures that communications are acted upon within prescribed period
27	Reviews, analyzes and interprets financial statements and other financial reports
28	Supervises the effective implementation of budget, accounting and payroll systems

Accountant I

Position Title	SG	Level	Education	Experience	Training	Eligibility
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080

Accountant I	
1	Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations
2	Checks the accuracy, validity and appropriateness of income and expenditure transactions
3	Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules
4	Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic completion of various accounting information
5	Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations
6	Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports
7	Reviews the financial statements and related schedules



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