

Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 12, 2026

DIVISION MEMORANDUM
 No. 385 s. 2026

ADVISORY NO. 4 TO DIVISION MEMORANDUM NO. 1224, s. 2025
Re: ACCEPTANCE OF APPLICATIONS FOR NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
 CID and SGOD Chiefs and Personnel
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. Relative to Division Memorandum No. 1224, s. 2025, titled "Acceptance of Applications for Non-Teaching Positions," the schedule of activities has been revised as follows:

Position: **Administrative Officer I (Supply Officer)**
 Place of Assignment: San Andres Vocational School

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
MARCH 16, 2026 (9:00AM-11:00AM)	Written Exam and Work Sample Test	SDO - Terrace	HRMPSB and Secretariat	Administrative Officer I (Supply Officer) Qualified Applicants
MARCH 23, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		Administrative Officer I (Supply Officer) Qualified Applicants

Position: **Disbursing Officer I**
 Place of Assignment: Calatagan High School

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
MARCH 16, 2026 (9:00AM-11:00AM)	Written Exam and Work Sample Test	SDO - Terrace	HRMPSB and Secretariat	Disbursing Officer I Qualified Applicants
MARCH 23, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		Disbursing Officer I Qualified Applicants



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Position: **Administrative Aide IV**

Place of Assignment: Pandan School of Arts and Trade

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
MARCH 16, 2026 (9:00AM-11:00AM)	Written Exam and Work Sample Test	SDO - Terrace	HRMPSB and Secretariat	Administrative Aide IV Qualified Applicants
MARCH 23, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		Administrative Aide IV Qualified Applicants

2. In addition, qualified applicants who were unable to take the Written Examination and Work Sample Test last March 11, 2026, per Memorandum No. 373, may take the examination on March 16, 2026 (Monday), from 9:00-11:00 AM. The positions are listed below:

Position: **Administrative Assistant II**

Place of Assignment: Bagamanoc RDHS, Bato RDHS, Caramoran RDHS, SAVS

Position: **Administrative Assistant II (Disbursing Officer)**

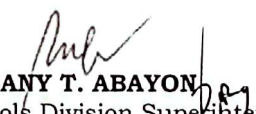
Place of Assignment: OSDS – Pandan CES / Pandan West, OSDS – Virac Pilot ES / Virac North, OSDS – Gigmoto CES / Gigmoto

Position: **Administrative Assistant II (Property Custodian)**

Place of Assignment: Viga Rural Development High School

4. Other provisions stated in the Division Memorandum No. 1224, s. 2025 shall remain in effect.

5. For information, immediate and wide dissemination, guidance and compliance.


MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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