



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

October 14, 2024

**DIVISION MEMORANDUM**


No. 579 s. 2024

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 513, s. 2024 TITLED ACCEPTANCE OF APPLICATION AND ASSESSMENT 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. In connection with Division Memorandum No. 513, s. 2024 re: Acceptance of Application and Assessment for Non-Teaching Positions, this Office hereby issues the corrected Qualification Standards per CSC MC No. 10 s. 2005 for the vacancies and are shown as Enclosure No. 2.
2. For immediate dissemination and guidance.

By Authority of the OIC-Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-In-Charge



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**Enclosure No. 2 to Division Memorandum No. 513 s. 2024**

**Administrative Officer IV – Salary Grade 15**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Officer IV	15	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility

**Administrative Officer II – Salary Grade 11**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Officer II	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility

**Administrative Officer I – salary Grade 10**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Officer I	10	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility

**Administrative Assistant III – Salary Grade 9**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant III	9	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

**Administrative Aide VI - Salary Grade 6**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide VI	6	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Reference: CSC MC No. 10 s. 2005



San Roque, Virac, Catanduanes  
 052-814063  
 catanduanes@deped.gov.ph  
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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**Administrative Aide IV – Salary Grade 4**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide IV	4	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

**Administrative Aide III – Salary Grade 3**

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide III	3	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Reference: CSC MC No. 10 s. 2005



San Roque, Virac, Catanduanes  
052-8114063  
catanduanes@depd.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph