



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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15 JUL 2026

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July 14, 2026

DIVISION MEMORANDUM
NO. 339 s. 2026

ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS
FY 2026

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
OIC, Public Schools District Supervisor
Public Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Iriga City hereby announces vacancies for non-teaching positions in Elementary and Secondary Schools which are open for filing of application.
2. Interested applicants must meet the entry requirements/qualification standards indicated below:

POSITION TITLE	QUALIFICATION STANDARDS			
	Education	Training	Experience	Eligibility
ADMINISTRATIVE AIDE III	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional); First Level Eligibility
ADMINISTRATIVE ASSISTANT II	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional); First Level Eligibility
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
PROJECT DEVELOPMENT OFFICER I	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)



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3. Enclosure No. 1 contains the Position Profile and Job Description
4. Qualified applicants are enjoined to submit application documents (*organized as listed in Enclosure No. 2, Documents for Submission and fastened in a long size orange folder*) to the Personnel Section through the Records Section, on or before **5:00 p.m. of July 27, 2026**.

Applicants in the Comparative Assessment Result for Administrative Officer II position conducted last February 26, 2026 may submit intent to retain points and documents for additional points to be included in the CAR.

Application documents sent thru email are still required to submit hard copies on or before the deadline of submission to be included in the pool of official applicants. No additional documents shall be accepted after the deadline of submission.

5. This Office shall adopt an open ranking system based on **DepEd Order No. 07, s. 2023, Enclosure No. 5**. Applicants shall be notified of date of assessment/deliberation.

POINT SYSTEM FOR EVALUATIVE ASSESSMENT		
Criteria	Breakdown of Points	
	SG 1-9	SG 10-22
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL	100	100

6. The applicant shall assume full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process.

7. The official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicant's identity when posting the results.



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8. This agency 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 or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity".
9. Expenses relative to this activity are chargeable against the MOOE-OSDS subject to the usual accounting rules and regulations.
10. Immediate and widest dissemination of this Memorandum is desired.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 339, s. 2026

POSITION PROFILE	
Position: Administrative Officer II	Salary Grade: 11
Monthly Salary: Php 31,705.00	Place of Assignment:
No. of Vacancy/ies : 13	Elementary and Secondary Schools
JOB SUMMARY The position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship and financial-related tasks in the school.	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: - recruitment and selection of applicants in the school assigned - promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment - Prepare ERF of qualified teachers and submit to SDO for processing Personnel Records - Update regularly 201 files and maintain database of personal information of school personnel - Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated - Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) - Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto - Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS - Update vacation service/leave credits of school personnel and regularly communicate to all concerned - Maintain the confidentiality of personal information of school personnel to which he/she has legal access. - Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. Compensation and Benefits - Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) - Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification - Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO Other HR-related functions - Update school personnel of the latest HR-related policies - Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school - Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.



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POSITION PROFILE	
Position: Project Development Officer I	Salary Grade: 11
Monthly Salary: Php 31,705.00	Place of Assignment:
No. of Vacancy/ies : 4	Elementary and Secondary Schools with clustered schools each
JOB SUMMARY Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.	
Key Result Areas	Duties and Responsibilities
Program Management and Implementation	- Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: - Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines - Consolidate the programs, projects, and activities to be conducted on a School-based Calendar - Coordinate with concerned School personnel for the required support, resources, and documentary requirements - Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation - Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities - Prepare and submit relevant reports - Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	- Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities - Assist in mobilizing the support of the School community and other stakeholders in implementing the programs - Prepare communications and correspondence to the concerned School stakeholders
Advocacy	Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	As may be assigned by the Supervisor



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POSITION PROFILE	
Position: Administrative Aide III	Salary Grade: 3
Monthly Salary: Php 16,486.00	Place of Assignment:
No. of Vacancy : 1	San Antonio National High School
DUTIES AND RESPONSIBILITIES • Gather and Collate Form 48 of school personnel for approval of the School Head • File and Update School Form 7 (School List of Personnel Assignment and Basic Profile) • Process certifications requested by the students (Certification of Enrolment, Certificate of Good Moral Character, Certification, Authentication and Veracity (CAV) of documents) • Collects and Consolidate the School Form 1, School Form 2, School Form 4, School Form 5, School Form 6, School Form 9 and reconstruct School Form 10 if needed. • Receive and consolidate the reports submitted by the teachers (List of Students, Class Program, Individual Teaching Load, Test Papers with TOS, Test Result, Item Analysis, Summary of Quarterly Grades and Summary of Final Grades • Receive and File communications (National/Regional/Division Memos, Orders, etc.) • Received/Checked application for employment/ Promotion	

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8
Monthly Salary: Php 22,423.00	Place of Assignment:
No. of Vacancy : 1	Senior High School
DUTIES AND RESPONSIBILITIES • Provides administrative and clerical support to his/her supervisor • May be designated to assist the School Principal • May also be designated in the canteen services of the school, as deemed necessary • Reports to the School Principal for Operations and Learners Support	



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Enclosure No. 2 to Division Memorandum No. 339, s. 2026

DOCUMENTS FOR SUBMISSION	
I - BASIC REQUIREMENTS	
a.	Original Letter of Intent addressed to the Schools Division Superintendent, attention: Administrative Officer IV, Personnel Section, indicating the position being applied for
b.	Original duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet (for applicants with work experience), form can be downloaded at www.csc.gov.ph Note: Applicant must ensure all details and information are correct and updated. All pages with no information should be indicated with N/A, date format must observed, all pages must be signed, with thumbmark and picture, signature over printed name of person administering oath must be original. Non-compliance of any of these items is a ground for disqualification.
c.	Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
d.	Photocopy of Certificate/s of Training (acquired after the last promotion but within the last five (5) years, for those applying for promotion)
e.	Photocopy of Certificate of Employment/Contract of Service/ Service Record
f.	Photocopy of latest Appointment (for those applying for promotion)
g.	Photocopy of valid and updated PRC License/ID
h.	Photocopy of Certificate of Eligibility/Report of Rating
i.	For position with experience requirement / For applicants with work experience: Photocopy of Performance Rating in the last rating period/s covering one (1) year performance in the current or previous job prior to the deadline of submission For position with no experience requirement: Photocopy of Board Examination or Career Service Eligibility ratings
j.	Original Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) sworn before a public officer authorized to administer oaths Note: Form can be downloaded thru: https://tinyurl.com/CklistNT0925
Note: Application with incomplete basic documents will not be entertained	



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II – OTHER DOCUMENTS FOR COMPARATIVE ASSESSMENT

- k.** Documentary Evidence/s for Outstanding Accomplishments: (*earned after the last promotion, for those applying for promotion*)
- *Awards and Recognition*
 - a. Academic or Inter-School Awards (for applicants with no or less than one (1) year work experience)
 - 1. Academic or inter-school award; or
 - 2. Ten Outstanding Students of the Philippines (TOSP) Award; or
 - 3. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination
 - b. Outstanding Employee Award (for applicants with work experience)
 - 1. Any issuance, memorandum or document showing the Criteria for the Search; and
 - 2. Certificate of Recognition/Merit
 - *Research and Innovation*
 - 1. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 - 2. Accomplishment Report verified by the Head of Office
 - 3. Certification of the utilization of the innovation or research, within the school/office duly signed by the Head of Office
 - 4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
 - 5. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
 - *Subject Matter Expert/ Membership in National Technical Working Groups (TWGs) or Committee*
 - 1. Issuance/Memorandum showing membership in NTWG or Committees;
 - 2. Certificate of Participation or Attendance and;
 - 3. Output/Adoption by the organization/DepEd
 - *Resource Speakership/Learning Facilitation*
 - 1. Issuance/Memorandum/Invitation/Training Matrix;
 - 2. Certificate Recognition/Merit/Commendation/Appreciation and;
 - 3. Slide deck/s used and/or Session guide/s
 - *NEAP Accredited Learning Facilitator*
 - 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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1. Application of Education

For position with experience requirement

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

For position with no experience requirement

1. Certificate of General Weighted Average in the highest academic/grade level earned as evidenced by Transcript of Records or other certifications

m. Application of Learning and Development

1. Certificate of Training or Certification on any applicable L&D intervention acquired 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



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