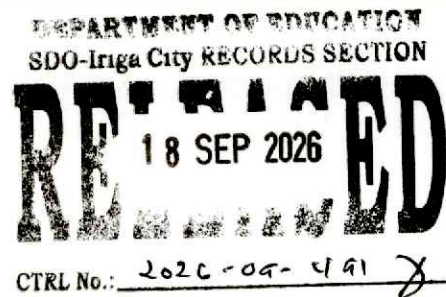




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA



September 17, 2026

DIVISION MEMORANDUM
NO. 491 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 position 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 VI	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-Professional); First Level Eligibility
ADMINISTRATIVE ASSISTANT II	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional); First Level Eligibility
ADMINISTRATIVE ASSISTANT III	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional); First Level Eligibility

3. Enclosure No. 1 contains the Position Profile and Job Description



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Mangap,
Edukasyon ng Dekalidad!*

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

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 September 28, 2026**.

Qualified applicants must register at the link or scan the QR code below:



<https://tinyurl.com/Non-TeachingPositions0926>

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**, respectively. Applicants shall be notified of date of assessment/deliberation.

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

8. This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.



**IRIGA
SPRINGS**

Sa Serbisyo ng Tapat at Mangap,
Edukasyon ng Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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.

MB

Digitally signed by Brioso
Maria-Magnolia Fajardo
Date: 2026.09.18 17:00:05
+08'00'

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Mangagap,
Edukasyon ay Dekalidad!*



Sto. Domingo, Lungsod Iriga



iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure No. 1 to Division Memorandum No. 491, s. 2026

POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6
Monthly Salary: Php 19,716.00	Place of Assignment: CID, SDO Iriga City
Item No.: OSEC-DECSB-ADA6-390070-2014	No. of Vacancy/ies : One (1)
MAJOR TASKS (Duties and Responsibilities) To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.	
Plots/Schedules CLMD Activities 1. Schedules/calendars CID activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.	
Record Management 1. Receives, records and routes documents addressed to the CID by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents 2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.	
Administrative Support 1. Prepares or encodes into electronic format word documents and other presentation materials 2. Provides assistance and administrative support to training and conferences as assigned. 3. Coordinates preparation of documents needed in the operations of CLMD 4. Ensure security of office equipment and availability of office supplies	
Records/Files 1. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned	



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Mangap,
Edukasyon ay Dekalidad!*



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8
Monthly Salary: Php 22,423.00	Place of Assignment: Senior High School
Item No.: OSEC-DECSB-ADAS2-390258-2016	No. of Vacancy/ies : One (1)
MAJOR TASKS (Duties and Responsibilities)	
1. Provides administrative and clerical support to his/her superior 2. May be designated to assist either the Principal/School Head or any of the Assistant Principals. 3. May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and 4. Reports to the Assistant Principal for Operations and Learners Support and/or Principal/School Head.	

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8
Monthly Salary: Php 22,423.00	Place of Assignment: Elementary School
Item No.: OSEC-DECSB-ADAS2-390240-2017	No. of Vacancy/ies : One (1)
MAJOR TASKS (Duties and Responsibilities)	
1. Assists in collection of funds and deposits. 2. Prepares remittance and deposits slips. 3. Prepares reports of collections and deposits 4. Draw 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 disbursements to the cash book and accounts for cash advanced received. 9. Accounts for receipt custody and disbursement of funds. 10. Prepares reports of disbursement. 11. Processes checks issued and cancelled. 12. Prepares report of checks issued and cancelled. 13. Controls and releases approved checks to DepEd creditors.	



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Maagap,
Edukasyon ay Dekalidad!*



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

POSITION PROFILE	
Position: Administrative Assistant III	Salary Grade: 9
Monthly Salary: Php 24,329.00	Place of Assignment: SDS Office, SDO Iriga City
Item No.: OSEC-DECSEB-ADAS3-390025-2014	No. of Vacancy/ies : One (1)
MAJOR TASKS (Duties and Responsibilities) To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.	
Office Schedules 1. Schedules/calendars meetings/appointments of the SDS with other offices/Staff by calendaring, following up and confirming attendance of both parties.	
Communications/Documents 1. Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person.	
Guests Reception 1. Entertains visitors/guests of the Director/Directorate by attending to their needs promptly thus lessening the time demand on the Director.	
Records/Files 1. Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference	
Personnel Matters 1. Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook	
Technical/Administrative Support 1. Prepares minutes of meetings/agenda attended and conducted by the Office of the SDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements. 2. Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. 3. Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director/directorate by preparing required documents/forms 4. Prepares PowerPoint presentation drafted by the SDS for use in the scheduled speaking engagement 5. Provides administrative support/logistics needs in the implementation of the Office programs/projects/activities initiated by the Director/Directorate through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment	



**IRIGA
SPRINGS**

*Sa Serbisyo ang Tapat at Maagap,
Edukasyon ay Dekalidad!*



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

POSITION PROFILE	
Position: Administrative Assistant III	Salary Grade: 9
Monthly Salary: Php 24,329.00	Place of Assignment: Personnel Section, SDO Iriga City
Item No.: OSEC-DECSB-ADAS3-390026-2018 OSEC-DECSB-ADAS3-390027-2018	No. of Vacancy/ies : Two (2)
MAJOR TASKS (Duties and Responsibilities) To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division	
Recruitment, Selection and Documentation 1. Prepare lists of vacancies for publication pursuant to CSC rules and regulations 2. Provide job description of vacant positions with specific qualifications required by the requesting unit 3. Gather and file applications received using systematic indexing and file documents submitted by applicants 4. Prepares appointments papers of selected applicants 5. Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online 6. Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)	
Personnel Actions 1. Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel 2. Prepare list of teachers qualified to be reclassified base on approved ERFs 3. Prepare notice of promotion and appointment as instructed 4. Prepare drafts of special orders for signature of management 5. Keeps records of GSIS-ARA for future reference 6. Prepares RAI for submission to CSC upon approval of management. 7. Record and files all issuances on salary schedules and other employees' benefits	
Salary Administration and Personnel Records 1. Gathers and collates payroll files from district offices to be forwarded to RPSU 2. Records and files attendance of officers and employee 3. Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll as instructed. 4. Process, prepares and releases Special Order of Leave and Re-statement of leave application	
Benefits Administration 1. Receive and record on leave card, application for monetization of leave credits 2. Receive application for leave (sick, vacation, scholarships and training) and records for processing. 3. Receive, process and update leave credits of employees and vacation service credits of teachers 4. Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees 5. Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions 6. Receive and process loan applications for DepEd Provident Fund Program	



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Mangap,
Edukasyon ay Dekalidad!*



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Personnel Information System

1. Receive and accept application for upgrading and reclassification of positions
2. Keep a complete and updated information of all officials and employees and relevant records in their 201 files
3. Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
4. Receive requests for service records, updates and prepares document for release upon approval of AO IV for Personnel
5. Records and releases documents after personnel action
6. Prepare certificate of employment
7. Collate and file performance ratings
8. Tabulate and print performance rating of all employees for PBB and PIB

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9
Monthly Salary: Php 24,329.00	Place of Assignment: Accounting Section, SDO Iriga City
Item No.: OSEC-DECSB-ADAS3-390029-2018	No. of Vacancy/ies : One (1)

MAJOR TASKS (Duties and Responsibilities)

1. Maintains school's subsidiary ledger related to Cash Advances and prepare the corresponding schedule of cash
2. Prepare reconciliation of SL's on Cash Advances against the MOOE and other funds downloading report
3. Monthly report on monitoring of funds downloaded to schools.
4. Assist the school finance staff in the preparation of liquidation report on cash advances.
5. Perform other related bookkeeping and accounting task for the Schools Division Office as maybe assigned.
6. Provides inputs for improvement of accounting section.
7. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9
Monthly Salary: Php 24,329.00	Place of Assignment: Elementary School
Item No.: OSEC-DECSB-ADAS3-390239-2017	No. of Vacancy/ies : One (1)

MAJOR TASKS (Duties and Responsibilities)

1. Prepares journal entries, reports, letters, endorsements and memoranda
2. Prepares schedules to support statement 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. Supervises the bookkeeping work of accounting clerk
5. Posts financial transactions from the books of original entry to the general ledger.
6. Reconciles treasury checks, account current, keeps books of original entry
7. Prepares correspondence on bookkeeping matters
8. Prepares financial reports
9. Undertakes activities towards personal and professional growth



**IRIGA
SPRINGS**

Sa Serbisyo ang Tapat at Mangap,
Edukasyon ang Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure No. 2 to Division Memorandum No. 441, 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 2026) with Work Experience Sheet, form can be downloaded at www.csc.gov.ph
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 (<i>acquired after the last promotion but within the last five (5) years, for those applying for promotion</i>)
e.	Photocopy of Certificate of Employment/Contract of Service/ Service Record
f.	Photocopy of latest Appointment (<i>for those applying for promotion</i>)
g.	Photocopy of valid and updated PRC License/ID
h.	Photocopy of Certificate of Eligibility/Report of Rating
i.	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
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	
II – OTHER DOCUMENTS FOR COMPARATIVE ASSESSMENT	
k.	Documentary Evidence/s for Outstanding Accomplishments: (<i>earned after the last promotion, for those applying for promotion</i>)
•	<i>Awards and Recognition</i>
a.	Outstanding Employee Award
1.	Any issuance, memorandum or document showing the Criteria for the Search; and
2.	Certificate of Recognition/Merit
•	<i>Research and Innovation</i>
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



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Mangap,
Edukasyon ng Dekalidad!*



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

• <i>Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committee</i> 1. Issuance/Memorandum showing membership in NTWG or Committees; 2. Certificate of Participation or Attendance and; 3. Output/Adoption by the organization/DepEd • <i>Resource Speakership/Learning Facilitation</i> 1. Issuance/Memorandum/Invitation/Training Matrix; 2. Certificate Recognition/Merit/Commendation/Appreciation and; 3. Slide deck/s used and/or Session guide/s • <i>NEAP Accredited Learning Facilitator</i> 1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office 2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
l. Application of Education 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
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



**IRIGA
SPRINGS**

Sa Serbisang Tapat at Maagap,
Edukasyon ay Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph