



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Tabuk City, Kalinga

DepED
DEPARTMENT OF EDUCATION
Schools Division of Tabuk City
RELEASED
By: TP
Date: 12/03/25 Time: 4:31

December 23, 2025

Division Memorandum
No. 601, s. 2025

**SUBMISSION OF APPLICATION FOR THE VARIOUS NON-TEACHING POSITIONS
IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No.7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 21, s. 2025 (Amendments to DepEd Order No. 7, s. 2023), announces the submission of application for Administrative Aide VI, Administrative Aide IV, Administrative Assistant III, and Administrative Assistant II **not later than 3:00 p.m. of January 05, 2026 at the Records Section.**

2. Application is open to all interested and qualified applicants, including persons with disability (PWD), members of the indigenous communities, and those from any sexual orientation and gender identities (SOGI).

3. All applicants must register and obtain their application code through this link: tinyurl.com/sdotccodeapp-2. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**

4. All applicants are hereby instructed to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long folder** (See Annex A). Follow the color coding for each position: Administrative Aide VI- **Green**
Administrative Aide IV - **Violet**
Administrative Assistant III – **Blue**
Administrative Assistant II - **Yellow**

Each set must include the following:

a. **Mandatory Documentary Requirements:**

1. Application Letter or Letter of Intent indicating the position being applied for and addressed to:
BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City
2. Checklist of Requirements with Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the submitted documents and duly accomplished Data Privacy Consent Form to be sworn by any public officer authorized



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to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and further amended by RA 10755.

3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,
4. Valid Certificate of First/Second Level Eligibility,
5. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable.

b. Non-mandatory Documentary Requirements:

6. Copy of Certificate of Training or professional development programs attended,
7. Duly signed Service Records or Certificate of Employment,
8. Copy of the latest/current Performance Rating of at least one (1) year with at least a Very Satisfactory Rating,
9. Proof of Outstanding Accomplishments:
 - a. Certificate of Recognition for Awards and Recognition,
 - b. Research and Innovation,
 - c. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees,
 - d. Certificate of Recognition as Resource Speaker or Learning Facilitator with training matrix/letter of invitation/issuance/memorandum, and slide deck/session guide
 - e. Certificate of Recognition as NEAP Accredited learning Facilitator
10. Proof of Application of Education,
11. Proof of Application of Learning and Development

5. All proposals (*Research, Innovation, Application of L & D, and Application of Education*) must be duly approved six (6) months before the set deadline.

6. For uniformity and to ensure a seamless and efficient conduct of the comparative assessment, applicants are advised to be guided by the following criteria for assessment and its Means of Verification:

Criteria for Assessment	Documentary Requirement/Means of Verification
Education	Copy of the Official Transcript of Records (TOR); Certification of units earned in the Masters or Doctorate Degree (<i>Certification of Grades will not be accepted</i>)
Training	Certificate of Participation/Attendance/Completion for the last five (5) years to relevant trainings and capacity building programs such as but not limited to: Core Administrative Skills, Government-specific Competencies, Computer and Digital Skills, Group Dynamics, GAD, ISO-QMS, Bookkeeping, Records Management, Property Custodianship, and HR Policies and Systems.
Experience	Duly signed Service Records, or Certificate of Employment. (<i>Only relevant experience such as but not limited to General Office Administration, Property, Records and File Management, Clerical, Office Support and Secretarial Work, Human Resource Support, Finance/Budget Support, and Customer/Client Services shall be given points</i>)



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Outstanding Accomplishment	<p>Awards and Recognition. <i>Certificate of Outstanding Employee Award with issuance/memorandum/document showing the Criteria for the Search</i></p> <p>Research and Innovation. <i>Duly approved proposal; Accomplishment Report; Certification of Utilization by the local office; Certificate of Adoption by another office; Proof of Citation by other researchers. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i></p> <p>Subject Matter Expert. <i>Memorandum showing membership in a National Technical Working Group (NTWG); Certificate of Participation/Attendance; Output/Adoption by the organization</i></p> <p>Resource Speakership/Learning Facilitation. <i>Issuance/Memorandum/Invitation with training matrix, Certificate of Recognition/Appreciation as Resource Speaker/Facilitator, Slide decks or session guides used.</i></p> <p>NEAP Accredited Learning Facilitator. <i>Certification of Recognition issued by the NEAP Regional or Central Office</i></p>
Performance Rating	<p>Duly signed latest or current Individual Performance Commitment and Review Form (IPCRF) of at least one (1) year, or its equivalent performance rating form issued by a recognized/reputable agency for personnel evaluation with a rating of at least "Very Satisfactory". <i>(To be awarded points, the complete performance rating form reflecting the evaluation criteria must be submitted. A Certificate of Rating alone will not be considered for point allocation) Only the performance rating consisting of an entire rating period which can either be in a School Year, Calendar/Fiscal Year, or two (2) consecutive semesters in a year shall be given points. In case latest Performance Rating is not relevant to vacant position. Submit one (1) year Performance Rating from previous job that is relevant.</i></p>
Application of Education	<p>For Administrative Aide VI & Administrative Aide IV : Duly signed Certificate of General Weighted Average (GWA) in the highest academic level earned</p> <p>For Administrative Assistant II & III: Proof of Application of Education Re-entry Plan; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i></p>
Application of Learning and Development	<p>Certificate of Training; Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i></p>



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7. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

8. 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 and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

9. The process of the comparative assessment for this application shall be covered by the following schedule:

Activity	Inclusive Dates	Venue
1. Acceptance of applications	December 23, 2025- January 05, 2026	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	To be announced	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	To be announced	HRMPSB Bulletin Board
4. Conduct of Written Test, Skills Test and Behavioral Events Interview (BEI)	To be announced	Conference Hall/ Identified schools
5. Paper evaluation and conduct of the Open Ranking System	To be announced	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	To be announced	HRMPSB Bulletin Board

10. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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ANNEX A
Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT

Address

ADMINISTRATIVE AIDE VI

Application Code

Contact Number

Checklist of Requirements, Omnibus Sworn Statement and CAV

Letter of Intent

Personal Data Sheet

Education

Trainings

Experience

Outstanding Accomplishments

Performance Rating

Eligibility Rating

General Weighted Average

Application of Learning and Dev't



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VACANT POSITIONS AND QUALIFICATION STANDARDS

A. Non-Teaching Positions

Position/ Number of Vacancy/Plantilla Number	Minimum Qualification Standards				
	Education	Training	Experience	Performance Requirement	Eligibility
ADMINISTRATIVE AIDE VI OSEC-DECSB-ADA6-90018-2016	Completion of two years studies in college or Completion of Grade 12/ Senior High School	None Required	None Required	At least VS in the latest rating period covering 1-year complete cycle	Career Service Sub-Professional (First Level Eligibility)
ADMINISTRATIVE AIDE IV OSEC-DECSB-ADA4-90034-2004	Completion of two years studies in college or Completion of Grade 12/ Senior High School	None Required	None Required	At least VS in the latest rating period covering 1-year complete cycle	Career Service Sub-Professional (First Level Eligibility)
ADMINISTRATIVE ASSISTANT III (Bookkeeper II) OSEC-DECSB-ADAS3-90066-2010	Completion of two years studies in college or Completion of Grade 12/ Senior High School	4 hours of relevant training	1 year relevant experience	At least VS in the latest rating period covering 1-year complete cycle	Career Service Sub-Professional (First Level Eligibility)
ADMINISTRATIVE ASSISTANT II (Bookkeeper I) OSEC-DECSB-ADAS2-90176-2017	Completion of two years studies in college or Completion of Grade 12/Senior High School	4 hours of relevant training	1 year relevant experience	At least VS in the latest rating period covering 1-year complete cycle	Career Service Sub-Professional (First Level Eligibility)



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