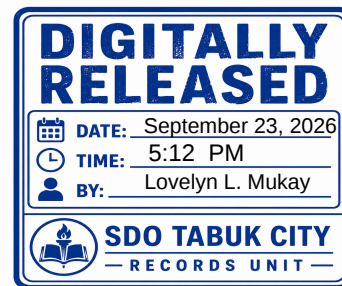




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Reference No.:RU-2026-039

September 23, 2026

DIVISION MEMORANDUM

No. 425, s. 2026

**DESIGNATION OF PERSONNEL TO ASSIST THE HUMAN RESOURCE
MANAGEMENT OFFICER IN THE INITIAL EVALUATION OF APPLICATION
FOLDERS FOR NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
Members of the HRMPSB
Identified Personnel
All Others Concerned

1. The Schools Division Office, through the Personnel Section, continuously undertakes the processing and evaluation of applications for vacant non-teaching positions in accordance with existing recruitment, selection, and placement (RSP) policies and procedures of the Department of Education.
2. In view of the volume of applications received, the number of vacant positions being processed, and the limited number of personnel assigned to recruitment and personnel-related functions, there is a need to provide additional manpower support to ensure the timely completion of the initial evaluation of application folders.
3. Delays in the initial evaluation may consequently affect the succeeding stages of the recruitment and selection process. Hence, as an administrative intervention to expedite the processing of applications while maintaining the integrity, fairness, and objectivity of the RSP process, the following Administrative Officer II personnel is hereby designated to assist/accompany the Human Resource Management Officer (HRMO) in the initial evaluation of application folders for non-teaching positions on **September 24, 2026**:

ERECSON I. MATIAS	Bulanao East Elementary School
ESMERALDA A. COSTALES	San Pablo Integrated School
JAMINE EARL PAULINE B. GAYADAN	Agbannawag National High School
JENNY ANN S. WAGAWAG	Paligatto Elementary School
LIEZEL L. BAGLINIT	Amlao Elementary School

4. The designated personnel shall assist the HRMO in:
 - a. Checking the completeness of application folders based on the prescribed documentary requirements and checklist;
 - b. Reviewing submitted documents against the applicable Qualification Standards (QS) of the position;
 - c. Identifying and recording deficiencies, inconsistencies, or documents requiring further verification;
 - d. Assisting in the organization and consolidation of initial evaluation results;
 - e. Maintaining an appropriate monitoring record of evaluated application folders;and





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- f. Performing other related administrative tasks necessary to facilitate the timely completion of the initial evaluation.
5. The designated personnel shall work under the supervision and guidance of the HRMO. All evaluation results shall be subject to review and validation by the HRMO before being considered final for purposes of the succeeding stages of the RSP process.
6. In performing the assigned function, the designated personnel shall observe confidentiality, impartiality, objectivity, fairness, and due diligence, particularly in handling personal information and documents submitted by applicants. No applicant shall be given preferential treatment, and all applications shall be evaluated using the same prescribed standards and documentary requirements.
7. This designation is intended to augment existing personnel resources and facilitate the timely processing of applications, and shall remain effective until the completion of the initial evaluation of the application folders covered by the concerned recruitment activity, unless earlier revoked or modified.
8. All concerned are hereby directed to extend full cooperation and support to the designated personnel in the performance of this function.
9. Immediate dissemination of and compliance with this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC- Schools Division Superintendent 