



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

September 24, 2025

DIVISION MEMORANDUM  
No. 470 s 2025

**CORRIGENDUM TO DM NO. 426 S. 2025**  
**RE: CALL FOR THE SUBMISSION OF APPLICATION DOCUMENTS FOR**  
**RECRUITMENT, SCREENING, AND EVALUATION FOR NON-TEACHING**  
**POSITIONS**

TO: Chief Education Supervisor (SGOD/CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Section Heads  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

This is in reference to Division Memo NO. 426 s. 2025 RE: CALL FOR THE SUBMISSION OF APPLICATION DOCUMENTS FOR RECRUITMENT, SCREENING, AND EVALUATION FOR NON-TEACHING POSITIONS. This Office informs all applicants of the correction in the **CSC Prescribed Qualifications and Preferred Qualifications** on Education, Experience, and Training of the following positions:

ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) (SG 15, Procurement)	EDUCATION	
	From	To
	<b>Bachelor's Degree relevant to the job</b>  (Preferred Qualifications: <i>Preferably has a background in public administration, business management/administration or law.</i>	<b>Bachelor's Degree</b>  (Preferred Qualifications: <i>Preferably has a background in public administration, business management/administration or law.</i>
	Experience	
	From	To
	<b>NONE REQUIRED</b>  (Preferred Qualifications: <i>At least 2 years experience in the conduct of procurement functions</i>	<b>1 year of relevant experience</b>  (Preferred Qualifications: <i>At least 2 years experience in the conduct of procurement functions</i>



Republic of the Philippines


Department of Education

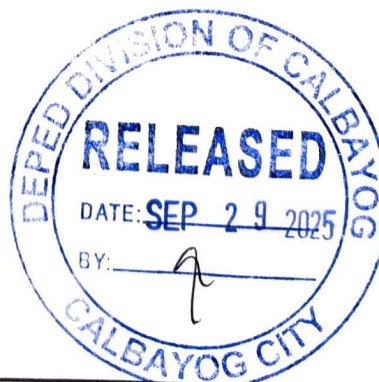
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	Training	
	NONE REQUIRED  Preferred Qualifications: <i>Preferably has at least 24 hours of training on NGPA</i>	4 hours of relevant training  Preferred Qualifications: <i>Preferably has at least 24 hours of training on NGPA</i>
ADMINISTRATIVE OFFICER II (Administrative Officer I) (SG 11, Procurement)	EDUCATION	
	From	To
	Bachelor's Degree relevant to the job  Preferred Qualifications: <i>Preferably has units in public administration, business management/administration, or law.</i>	Bachelor's Degree  Preferred Qualifications: <i>Preferably, it has units in public administration, business management/administration, or law.</i>
LEGAL ASSISTANT (SG 10)	EDUCATION	
	From	To
	Bachelor's Degree with 18 Units of Bachelor of Laws	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses

1. All other provisions stipulated in the previous Memorandum, consistent with this issuance, shall remain in effect.
2. Immediate dissemination of this Memorandum to all concerned is desired.

For:   
MARGARITO A. CADAYONA, JR., PhD, CESO VI  
Schools Division Superintendent  
Office of the Schools Division Superintendent



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