



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY
P2 Hamorawon, Calbayog City, Western Samar

September 04, 2025

DIVISION MEMORANDUM

No. 426, s. 2025

**CALL FOR THE SUBMISSION OF APPLICATION DOCUMENTS FOR RECRUITMENT,
SCREENING, AND EVALUATION FOR NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent Chief
Education Supervisor
Education Program Supervisors Public
Schools District Supervisors Unit/Section
Heads
Public Elementary and Secondary School Heads
All Others Concerned


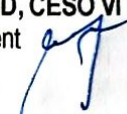
1. In adherence with the Omnibus Rules on Appointment and Other Human Resources Actions (ORA OHRA) and DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education." This Office hereby announces the Call for Non-Teaching Positions adhering to the Open Ranking System using the Project CHRESP (Comprehensive, Hiring, Recruitment and Engaging Process) eApps.
2. All interested and qualified applicants are invited to apply regardless of age, race, ethnicity, religious and political affiliations, gender preference and disability. Thus, DepEd – Calbayog City Division upholds the importance of quality and diversity in all mechanism of its recruitment system, and adopts the Equal Employment Opportunity Principle (EEOP).
3. Interested applicants must meet the Qualification Standards (QS) for the following vacant positions:

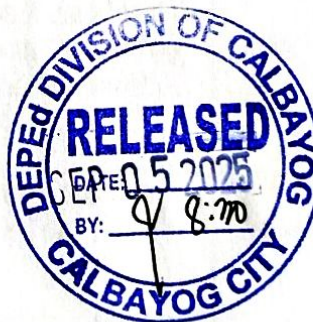
POSITIONS / SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1 Administrative Officer IV (SG 15, Procurement)	Bachelor's Degree relevant to the job (Preferably graduate in Public Administration, Business Management, and Bachelor of Laws)	None Required (Preferably has least 2-years' experience in the procurement related task)	None Required (Preferably has 24 hours training on the NGPA)	Career Service Professional (Second Level Eligibility)
1 Administrative Officer II (SG 11, Procurement)	Bachelor's Degree relevant to the job (Preferably has units in Public Administration, Business Management, and Bachelor of Laws)	None Required (Preferably has least 1- year experience in the procurement related task)	None Required (Preferably has 16 hours training on the NGPA)	Career Service Professional (Second Level Eligibility)
1 Legal Assistant I (SG 10)	Bachelor's Degree with at least 18 units of Bachelor of Laws	None Required (Preferably has least 1- year relevant experience)	None Required (Preferably has 8 hours of relevant)	Career Service Professional (Second Level Eligibility)
3 Administrative Assistant III (SG 9)	Completion of two years in college	1-year relevant experience	4 hours of relevant training to the position	Career Service Professional (First Level Eligibility)

POSITIONS / SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
3 Administrative Assistant II (Clerk IV -SG 8)	Completion of two years in college	1-year relevant experience	4 hours of relevant training to the position	Career Service Professional (First Level Eligibility)
2 Administrative Assistant II (Disbursing -SG 8)	Completion of two years in college	1-year relevant experience	4 hours of relevant training to the position	Career Service Professional (First Level Eligibility)
3 Administrative Aide VI (SG 6)	Completion of two (2) years of studies in college (prior to 2018), or Grade 12/Senior High School (starting 2016)	1-year relevant experience	8 hours of relevant training to the position, which may include on- the-job training.	Career Service Professional (First Level Eligibility)

4. To expedite the smooth and seamless selection process, all applicants must register online to the Project CHRESP-eApps through this URL: https://bit.ly/CHRESP_Calbayog. Upon registration, the applicant will receive a unique reference code or Applicant's Code sent through email which will serve as the Applicants Identification in the announcement or posting of the Initial Evaluation Results and other relevant information.
5. All applicants shall submit the following documentary requirements to the HRMO, through the Records Section on or before October 3, 2025. Late submission will not be accepted.
 - a. Application Letter addressed to the office of the Schools Division **Superintendent MARGARITO A. CADAYONA, PhD., CESO VI, OIC** – Schools Division Superintendent c/o Mrs. JENNIFER MORENO-CAMPILLO-ALVAREZ, OIC- HRMO, Mobile Number: 09277580073, DepEd - Calbayog City Division, P2, Brgy. Hamorawon, Calbayog City, Western Samar.
 - b. Duly accomplish PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable.
 - c. Photocopy of valid and updated PRC License/ID, if applicable.
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable.
 - e. Photocopy of scholastic /academic records such as but not limited to Transcript of Records (TOR) and Diploma, General Weighted Average (GWA), including completion of graduate and post-graduate units/degrees, if available.
 - f. Photocopy of Certificate/ s of Training, if applicable.
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - h. Photocopy of the latest appointment, if applicable.
 - i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable one (1) year performance in the current/latest position prior to the deadline of submission, if applicable.
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form under RA No. 1017 (Data Privacy Act of 2012), using the attached form (Annex C) with the issuance of DepEd Order No. 21, s. 2024 **Amendments to DepEd Order No. 007, s. 2023, particularly Section 10, states that the said documents shall no longer be required to be notarized**; and
 - k. Other documents may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Mean of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application for Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.

6. It is advised that the applicants should arrange the documents in a white folder with proper tabbing based on the list of requirements, except that the Omnibus Sworn Statement should be placed on the top. During the conduct of the screening process, particularly on the conduct of the Behavioral Event Interview (BEI) all applicants are required to wear corporate attire.
7. For the details and proper guidance of this recruitment and selection process, attached is the Schedule of Activities and the Checklist of Requirements and Omnibus Sworn Statement.
8. The expenses incurred pertinent to the aforementioned activity are chargeable against SDO MOOE/ local funds, subject to the usual accounting and auditing rules and regulations.


MARGARITO A. CADAYONA, JR. PhD, CESO VI
Schools Division Superintendent 



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Website: <https://calbayogcity.deped.gov.ph>
Email Address: calbayogcity@deped.gov.ph

ANNEX A**SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT AND SCREENING FOR NON-TEACHING POSITIONS**

Date and Venue	Activity	Persons Involved
September 30, 2025 8:00 AM Venue: SDO Conference Hall	Orientation of Applicants on the guidelines and other relevant information related to the recruitment and selection process	Applicants, HRMO, and HRMPSB
October 3, 2025 Venue: SDO Conference Hall	Deadline for submission of application documents to the HRMO through the Records Unit	Applicants, HRMO, and Records
October 6, 2025 Venue: SDO Conference Hall	Initial Evaluation of Application Documents	HRMO and HRMPSB Secretariat
October 7, 2025 to October 10, 2025 Venue: SDO Conference Hall	Conduct of Comparative Assessment on the ETEE, Performance, Outstanding Accomplishment, Application of Education, and Land D	HRMO and HRMPSB Secretariat
October 13, 2025 Venue: SDO Conference Hall	Conduct of Written and Work Sample Test	Applicant, HRMO and HRMPSB Secretariat
October 14, 2025 to October 16, 2025 Venue: SDO Conference Hall	Conduct of the Behavioral Event Interview (BEI)	Applicant, HRMO and HRMPSB
October 17, 2025 to October 20, 2025 Venue: SDO Conference Hall	Open Ranking System and Final Deliberation	Applicant, HRMO and HRMPSB
October 23, 2025	Submission of CAR-RQA for SDS Approval	HRMO and HRMPSB

CHECKLIST OF REQUIREMENTS

ANNEX B

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant; Check if submitted)	Verification (To be filled out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic document(s) shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.