



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

February 25, 2026

DIVISION MEMORANDUM
 No. 094, s. 2026

RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR DENTIST II, ADMINISTRATIVE OFFICER II, PROJECT DEVELOPMENT OFFICER I AND ADMINISTRATIVE AIDE VI (Clerk III)

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. This Office hereby informs the field that the Recruitment, Selection, and Appointment (RSA) for **DENTIST II, Administrative Officer II and Project Development Officer I positions and ADMINISTRATIVE AIDE VI (Clerk III)** will now commence for all interested applicants.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **March 10, 2026 until 5:00 in the afternoon ONLY**, to wit:

POSITION	DOCUMENTS
<p align="center">DENTIST II, Administrative Officer II (Administrative Officer I), Project Development Officer I And ADMINISTRATIVE AIDE VI (Clerk III)</p>	a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. A photocopy of Civil Service Career Professional Eligibility or any second-level eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. 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
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	h. Photocopy of Latest Appointment, if applicable
	i. Photocopy of the Performance Rating for the last 3 rating periods covering one (1) year of performance prior to the assessment, 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 (Annex C), notarized by the authorized official;
	k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
	<ul style="list-style-type: none"> i. 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; and ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
DENTIST II SG 17	Education	Doctor of Dental Medicine or Dental Surgery
	Experience	One (1) year of relevant experience
	Training	Four (4) hours of relevant training
	Eligibility	RA 1080 (Dentist)
ADMINISTRATIVE OFFICER II (Administrative Officer I) SG 11	Education	Bachelor's Degree in Education
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Professional (Second Level Eligibility)
Project Development Officer I SG 11	Education	Bachelor's Degree relevant to the job
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Professional (Second Level Eligibility)
ADMINISTRATIVE AIDE VI (Clerk III) SG 6	Education	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Subprofessional/1st level eligibility

4. The RESA process shall be based on the guidelines outlined in DepEd Order No. 007, s. 2023, which can be browsed at deped.gov.ph
6. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points	
	NON-TEACHING POSITIONS (SG 10-22)	NON-TEACHING POSITIONS (SG 9)
a. Education	5	5
b. Training	10	5
c. Experience	15	20
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of Learning and Development	10	10
h. Potential (Written Exam, Work Sample Test, BEI)	20	20
TOTAL	100	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents by the HRMPSB	March 12, 2026
Orientation and Written Examination	March 16, 2026
Interview and Confirmation of Points	March 17, 2026

8. All qualified applicants, including Persons with Disabilities (PWD), indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. For information, guidance, and compliance of those concerned.


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