



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

June 30, 2026

DIVISION MEMORANDUM
 No. 259, s. 2026

RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR DENTIST II, ADMINISTRATIVE OFFICER II(Administrative Officer I), AND PROJECT DEVELOPMENT OFFICER I

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 the **DENTIST II, Administrative Officer II (Administrative Officer I), and Project Development Officer I** positions will now be open to 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 for) on or before **July 10, 2026, until 5:00 in the afternoon ONLY**, to wit:

| POSITION | DOCUMENTS |
|---|--|
| <p align="center">DENTIST II (1 Item) Administrative Officer II (Administrative Officer I) (43 Items) and Project Development Officer I (20 Items)</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 2026 |
| | 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, and GWA Certificate |
| | 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: |
| | <p>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</p> <p>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.</p> |

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 |
| | Experience | None Required |
| | Training | None Required |
| | Eligibility | Career Service (Professional) Appropriate Eligibility for Second Level Position |
| Project Development Officer I SG 11 | Education | Bachelor's Degree relevant to the job |
| | Experience | None Required |
| | Training | None Required |
| | Eligibility | Career Service (Professional) Appropriate Eligibility for Second Level Position |

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) |
| a. Education | 5 |
| b. Training | 10 |
| c. Experience | 15 |
| d. Performance | 20 |
| e. Outstanding Accomplishments | 10 |
| f. Application of Education | 10 |
| g. Application of Learning and Development | 10 |
| h. Potential (Written Exam, Work Sample Test, BEI) | 20 |
| TOTAL | 100 |

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

| ACTIVITIES | DATES |
|--------------------------------------|--|
| Perusal of Documents by the HRMPSB | July 13-17, 2026 |
| Orientation and Written Examination | July 15, 2026 8:00 am (DENTIST & Administrative Officer II) |
| Orientation and Written Examination | July 15, 2026 1:00 p.m.- Project Development Officer I |
| Interview and Confirmation of Points | July 20, 2026 8:00 am-5:00 pm DENTIST & Administrative Officer II |
| | July 21, 2026 8:00 a.m.- 5:00 pm Project Development Officer I |

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. This Office also informs all applicants who were included in the previous **Registry of Qualified Applicants (RQA)/Rank List** for the positions of **Administrative Officer II (Administrative Officer I)** and **Project Development Officer I (PDO I)** last **March, 2026** that those who intend to **retain their previously obtained evaluation and ranking points** may do so by submitting a **Letter of Intent to Retain Previous Ranking Points**.
11. For information, guidance, and compliance of those concerned.


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Schools Division Superintendent



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