



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE

DEPED LANA O DEL NORTE		
RECORDS SECTION CONTROL NO. <u>10308</u>		
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<u>14</u> APR 2026	<u>1:45</u>	<u>MAN</u>
DATE	TIME	BY

April 8, 2026

DIVISION MEMORANDUM
 No. 197, s. 2026

CALL FOR APPLICATION FOR ADMINISTRATIVE AIDE IV (KAPATAGAN)

To: Assistant Schools Division Superintendent

Chief of Functional Divisions
 Division Office Personnel
 Public Elementary and Secondary School Heads
 All Muslim Teaching and Nonteaching Personnel
 All Others Concerned

1. This Office calls for the submission of applications for Administrative Aide IV for Kapatagan District. The assessment shall abide with the guidelines, procedures, and criteria of DepEd Order No. 007, s. 2023, otherwise known as "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education".
2. all applicants and personnel concerned are directed to refer to Attachment A: Detailed Hiring Guidelines and Application Procedures for information regarding the Qualification Standards, key timelines, required documents and submission instructions.
3. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN B. MARIBOJOC, CESO V
 Schools Division Superintendent

Reference: Attachment A: Detailed Hiring Guidelines and Application Procedures
To be indicated in the Perpetual Index under the following subjects:
 HIRING NOTICE OF VACANCY PERSONNEL



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Attachment A

Detailed Hiring Guidelines and Application Procedures

BUREAU/SERVICE:	Division of Lanaos del Norte	
DIVISION/UNIT:	Elementary Education	
POSITION PROFILE		
Position: Administrative Aide IV (Clerk II) Non-Teaching	Salary Grade: 4-1	
Item No.:	OSEC-DECSB-ADA4-660055-2004	
JOB DESCRIPTION		
The Administrative Aide IV (Clerk II) provides clerical and administrative support services to ensure the efficient day-to-day operations of the District Office. The position assists in records management, basic administrative transactions, and routine documentation under the supervision of the Division Administrative Services.		
MINIMUM QUALIFICATIONS		
Education	Completion of 2 years of 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 (Sub-Professional)/ First Level Eligibility	
PREFERRED QUALIFICATIONS		
Required Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> • Basic clerical and office procedures • Ability to maintain orderly records and files • Basic computer skills (word processing, spreadsheets, data encoding) • Good communication and interpersonal skills • Ability to follow instructions and meet deadlines • Integrity, confidentiality, and professionalism 	

ANNOUNCEMENT: Mandatory Compliance for Administrative Aide IV Applicants

The Department of Education – Schools Division of Lanaos del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Administrative Aide IV (Clerk II) to be assigned for Kapatagan Districts. Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 007, s. 2023**.



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Action Required: Review of RSA Procedures

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – *Enclosure No. 1 to DepEd Order No. 007, s. 2023*
2. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions – *Enclosure No. 5 to DepEd Order No. 007, s. 2023*

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

(*Required Documents)

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)*** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4TH PAGE of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.

For WES: applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

- C. Photocopy of **Certificate of Eligibility*** (must be CLEAR and READABLE)
- D. Photocopy of **Transcript of Records and Diploma***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:



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For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
 - Certificate of Completed Academic Requirements (if CAR)
 - Certificate of Units Earned (if Unit's earner)
- E. Photocopy of **Certificate of Employment, Contract of Service, or duly signed Service Record, if available**
- F. Photocopy of **latest appointment, (for internal applicants who applied for promotion)**
- G. Photocopy of relevant **Certificate/s of Training and seminars attended, if available**

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

- H. Photocopy of required **Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable**
- I. , **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)*** notarized by the following authorized officials:
President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)
- J. Other documents as may be required by the HRMPSB, including but not limited to portfolio.

GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.



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- **Applicants who fail to submit the required documents within the given deadline SHALL NOT BE INCLUDED in the official pool of applicants.**
 - Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
 - Now, we assume that you are already aware of the documentary requirements, please submit your application to the **Personnel Section**, through the **Records Section**, on or before **2:00 PM of April 20, 2026**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



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