



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

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January 19, 2026

DIVISION MEMORANDUM

No. 041 s. 2026

CALL FOR APPLICATIONS FOR ADMINISTRATIVE AIDE VI (STOREKEEPER II/CASH CLERK II/ASDS SECRETARY/DATA ENTRY MACHINE OPERATOR)

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This office calls for the submission of applications for **Administrative Aide VI of the Division Office**. 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”*.

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.

2. For guidance of all concerned, immediate dissemination of this Memorandum is hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE

Attachment A

Detailed Hiring Guidelines and Application Procedures

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| BUREAU/SERVICE: | Division of Lanao del Norte | | | |
| DIVISION/UNIT: | OSDS-Administrative Unit – (Cash Unit) | | | |
| REPORTS TO | Administrative Officer IV (Cashier) | | | |
| POSITION PROFILE | | | | |
| Position: Administrative Aide VI (Cash Clerk II) Non-Teaching | Salary Grade: 6-1 | | | |
| Item No.: | OSEC-DECSB-ADA6-660054-2014 | | | |
| JOB SUMMARY | | | | |
| To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparations and submission of cash related reports. | | | | |
| 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 | 1 year of relevant experience | | | |
| Training | 4 hours of relevant training | | | |
| Eligibility | Career Service (Sub-Professional)/First Level Eligibility | | | |
| PREFERRED QUALIFICATIONS | | | | |
| Education | Relevant education like ABM in senior high school and units in accounting | | | |
| Experience | Relevant experience in cash handling, collections, cashiering, or financial clerical work. | | | |
| Training | Training in Basic Government Accounting or Cash management | | | |
| Skills and Competencies | <ul style="list-style-type: none">Proficient with MS Excel (formulas, formatting, simple tracking)Knowledge of DepEd financial workflows is an advantageBasic understanding of internal control systems for cash and document.Strong attention to detail and accuracy in handling cash recordsTrustworthy and able to maintain confidentiality of financial documentsGood communication skillsAble to work calmly under pressure, especially during peak financial periods | | | |



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REGION X
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| BUREAU/SERVICE: | Division of Lanao del Norte |
| DIVISION/UNIT: | OSDS-Administrative Unit – (Property Unit) |
| REPORTS TO | Administrative Officer IV (Supply Officer) |
| POSITION PROFILE | |
| Position: Administrative Aide VI (Storekeeper II) Non-Teaching | Salary Grade: 6-1 |
| Item No.: OSEC-DECSB-ADA6-660059-2014 | |
| JOB SUMMARY | |
| To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO | |
| 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 | 1 year of relevant experience |
| Training | 4 hours of relevant training |
| Eligibility | Career Service (Sub-Professional)/First Level Eligibility |
| PREFERRED QUALIFICATIONS | |
| Education | Relevant education like ABM in senior high school and units in accounting |
| Experience | Relevant experience in property, supply, warehouse, or logistics work |
| Training | Training in supply and property management |
| Skills and Competencies | <ul style="list-style-type: none"> • Proficient with MS Excel for tracking inventories, using simple formulas, and updating stock records • Ability to maintain updated stock cards, property ledgers, and inventory reports. • Detail-oriented and highly organized in managing stockrooms or supply areas. • Able to maintain accuracy and integrity of supply records. • Good communication and coordination skills for dealing with schools, offices, and suppliers. • Can work independently and follow standard procedures. • Reliable, honest, and able to safeguard accountable forms, supplies, and equipment. |



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Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE

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|------------------------|---|
| BUREAU/SERVICE: | Division of Lanao del Norte |
| DIVISION/UNIT: | OSDS-Administrative Unit |
| REPORTS TO | Assistant Schools Division Superintendent Administrative Officer V |

POSITION PROFILE

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|---|--------------------------|
| Position: Administrative Aide VI Non-Teaching | Salary Grade: 6-1 |
| Item No.: OSEC-DECSB-ADA6-660056-2014 OSEC-DECSB-ADA6-660053-2014 | |

JOB SUMMARY

To provide clerical and secretariat support to AO V and administrative services function

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 | 1 year of relevant experience |
| Training | 4 hours of relevant training |
| Eligibility | Career Service (Sub-Professional)/First Level Eligibility |

PREFERRED QUALIFICATIONS

| | |
|-------------------------|---|
| Education | Relevant education like public administration, office administration, business administration |
| Experience | Relevant experience in administrative work, clerical support, secretariat functions, or frontline services. |
| Training | Training office management, records management, government communication, basic administrative support functions |
| Skills and Competencies | <ul style="list-style-type: none">Skilled in secretarial workDetail-oriented and organized, strong communication skills, can multi-task and handle urgent tasks efficientlyTrustworthy, professional, and able to maintain confidentiality. |

ANNOUNCEMENT: Mandatory Compliance for Administrative Aide VI Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Administrative Aide VI for Cash Unit, Supply Unit, AO V and Office of ASDS. 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**.

Action Required: Review of RSA Procedures



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



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

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 AND WORKSTATION** 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/Rating** or **valid and updated PRC License/ID*** (must be CLEAR and READABLE)
- D. Photocopy of **Transcript of Records and Diploma***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:



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

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.



Republic of the Philippines
Department of Education
REGION X
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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 February 2, 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.