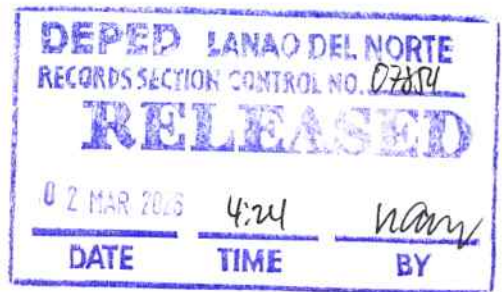




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



March 2, 2026

DIVISION MEMORANDUM

No. 144 s. 2026

**CALL FOR APPLICATIONS FOR ADMINISTRATIVE ASSISTANT II IN
ELEMENTARY/SENIOR HIGH SCHOOL/MAIGO NATIONAL HIGH SCHOOL**

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 Assistant II in Elementary/Senior High School/Maigo National High School**. 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 S. MARIBOJOC, CESO V
Schools Division Superintendent



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Attachment A

Detailed Hiring Guidelines and Application Procedures

BUREAU/SERVICE:	Division of Lanao del Norte	
DIVISION/UNIT:	Elementary/Maigo National High School	
REPORTS TO	Administrative Officer IV-Cash/School Head	
POSITION PROFILE		
Position: Administrative Assistant II (Elementary), Administrative Assistant II (Maigo National High School) Non-Teaching	Salary Grade: 8-1	
Station/Cluster: <ul style="list-style-type: none">• Baloi CES (Baloi Cluster)• Baroy CES (Baroy Cluster)• Pantar Cluster• Maigo NHS		
JOB SUMMARY		
Responsible for the systematic recording of financial transactions, the maintenance of books of accounts (General and Subsidiary Ledgers), and the preparation of timely financial 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 bookkeeping, auditing, or government accounting.	
Training	Training in Basic Government Accounting	
Skills and Competencies	<ul style="list-style-type: none">• Advance knowledge of Microsoft Excel (formulas, formatting, simple tracking)• Familiarity with the Government Accounting Manual (GAM)• A strong grasp of COA rules and regulations regarding disbursement and liquidations.• Ability to prepare Trial Balances and Bank Reconciliation Statements with minimal supervision.	



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	<ul style="list-style-type: none">• Trustworthy and able to maintain confidentiality of financial documents• Good communication skills• Able to work calmly under pressure, especially during peak financial periods
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BUREAU/SERVICE:	Division of Lanao del Norte
DIVISION/UNIT:	Senior High School
REPORTS TO	School Principal/School Head/Administrative Officer IV-Cash

POSITION PROFILE

**Position: Administrative Assistant II (Senior High School)
Non-Teaching**

**Salary Grade:
8-1**

Station/Cluster:

- Teofila C. Quibranza NHS
- SNDMIS (SND Cluster)
- Mamagum IS (SND Cluster)
- Kapatagan CES (Cluster)
- Poonapiagapo Cluster
- Diosdado Yap Sr NHS (Baroy)

DUTIES AND RESPONSIBILITIES

- Provides administrative and clerical support to his/her supervisor
- May be designated to assist either the School Head or any of the assistant Principals
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary
- Reports to the Assistant Principal for Operations and Learner Support and/or School Head
- May be designated as Disbursing Officer of the school or clustered schools

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 related to Business administration, public administration, office administration or any related field
Experience	Relevant experience in administrative or office support work, experience handling of cash advances or simple bookkeeping



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Training	Training in Basic Government Accounting, basic record management
Skills and Competencies	<ul style="list-style-type: none">• Advance knowledge of Microsoft Excel (formulas, formatting, simple tracking)• Familiarity with the Government Accounting Manual (GAM)• A strong grasp of COA rules and regulations regarding disbursement and liquidations.• Ability to prepare Trial Balances and Bank Reconciliation Statements with minimal supervision.• Trustworthy and able to maintain confidentiality of financial documents• Good communication skills• Able to work calmly under pressure, especially during peak financial periods

ANNOUNCEMENT: Mandatory Compliance for Administrative Assistant II 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 Assistant II. 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

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.



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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*** (at least Career Service (Sub-professional) / First Level Eligibility), must be CLEAR and READABLE)
- D. Photocopy of **Transcript of Records and Diploma***
IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:
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.



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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.
- **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 March 13, 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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