



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

LANAO DEL NORTE	
REC.	CONTROL NO. 39143
RELEASED	
23 SEP 2026	12:55
DATE	TIME

September 22, 2026

DIVISION MEMORANDUM

No. 514, s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE AIDE VI FOR RECORDS
SECTION AND PERSONNEL SECTION**

To: Assistant Schools Division Superintendent
Chief of Functional Divisions
Division Office Personnel
Public Elementary and Secondary School Heads
All Teaching and Nonteaching Personnel
All Others Concerned

1. This Office calls for the submission of applications for Administrative Aide VI (Records & Personnel Section) positions. 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 R. 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

Detailed Hiring Guidelines and Application Procedures

Position Title	Administrative Aide IV	Salary Grade	6
Parenthetical Title		Governance Level	SDO
Office/Bureau/Service		Unit/Division	OSDS-Administrative Unit-Personnel
Reports to	Administrative Officer IV - Personnel	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.			
QUALIFICATION STANDARDS			
A. CSC-Approved Qualifications			
Education	Completion of 2 yrs of studies in college (prior to 2018) Or Completion of Grade 12/SHS (starting 2016)		
Experience	None required		
Eligibility	Career Service (Sub-professional) / First Level Eligibility		
Trainings	None required		
B. Preferred Qualifications			
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet		
Experience			
Eligibility			
Trainings			
DUTIES AND RESPONSIBILITIES			
Recruitment, Selection and Documentation	• Prepare lists of vacancies for publication pursuant to CSC rules and regulations • Provide job description of vacant positions with specific qualifications required by the requesting unit • Gather and file applications received using systematic indexing and file documents submitted by applicant • Prepares appointment papers of selected applicants • Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online • Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)		
Personnel Actions	• Receive application for employment, leaves, queries and documents pertaining to personnel actions for the attention AO IV for personnel. • Prepare list of teachers qualified to be reclassified • Prepare notice of promotion and appointment as instructed • Prepare drafts of special orders for signature of management • Keep records of GSIS-ARA for future reference • Prepares RAI for submission to CSC upon approval of management		

	Record and files all issuances on salary schedules and other employees benefits
Benefits Administration	- Receive and record on leave card, application for monetization of leave credits - Receive application for leave (sick, vacation, scholarships and training) and records for processing - Receive, process and update leave credits of employees and vacation service credits of teachers
Personnel Information System	- Receive and accept application for upgrading and reclassification of positions - Keep a complete and updated information of all officials and employees and relevant records in their 201 files - Follow up documents to be update on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files - Receive requests for service records, updates and prepares document for release upon approval of AO IV for Personnel - Records and releases documents after personnel action - Prepare certificate of employment - Collate and file performance ratings - Tabulate and print performance rating of all employees for PBB and PIB

Position Title	Administrative Aide IV (Records)	Salary Grade	6
Parenthetical Title	Data Entry Machine Operator	Governance Level	SDO
Office/Bureau/Service		Unit/Division	OSDS-Administrative Unit-Records
Reports to	Administrative Officer IV - Records	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.			
QUALIFICATION STANDARDS			
C. CSC-Approved Qualifications			
Education	Completion of 2 yrs of studies in college (prior to 2018) Or Completion of Grade 12/SHS (starting 2016)		
Experience	None required		
Eligibility	Career Service (Sub-professional) / First Level Eligibility		
Trainings	None required		
D. Preferred Qualifications			
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet		
Experience			
Eligibility			
Trainings			

DUTIES AND RESPONSIBILITIES	
Records Management System	• Receive, record and file documents according to the recommended filing system. • Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed • Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document
Receiving and Releasing	• Receive and record all documents brought to the records office • Release, routes or files non-routine critical documents as classified by the Records Officer
Documents Authentication, Verification and Certifications	• Assist Records Officer in document authentication and verification following protocol for such • Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer • Prepares certifications for the signature of the appropriate management level
Reporting	• Gather data and information required in the preparation of annual and other administrative reports • Implement process for conducting and annual inventory of records and submit findings to Records Officer
Technical Assistance	• Coordinate training orientation schedules and logistics on records management to staff in the schools division, schools and learning centers • Assist Records Officer gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers

ANNOUNCEMENT: Mandatory Compliance for Administrative Aide VI (Personnel & Records) 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 Personnel Section and Records Section. 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.

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:

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:
- 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.
 - Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.

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 are required to accomplish the Online Application Form through the following link <https://forms.gle/M2Fdfassudg7GZr1A> prior to submission of their application documents
- 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 documents to any school within this Division who has an Administrative Officer II stationed **on or before October 5, 2026**.
- Administrative Officer IIs shall submit the received applications to the Personnel Section through Records Section on or before **2:00 P.M. October 6, 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.