



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

DEPED LANA DEL NORTE	
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DATE	TIME
BY <i>[Signature]</i>	

September 22, 2026

DIVISION MEMORANDUM
No. 516, s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE AIDE VI FOR
KAPATAGAN NATIONAL HIGH SCHOOL AND MAIGO NATIONAL HIGH
SCHOOL**

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 (Kapatagan NHS, Maigo NHS) 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

	other school operating requirements, subject to applicable government accounting and auditing rules. 8. Assists in coordinating school meetings, training activities, conferences, and other official programs, including the preparation of attendance sheets, minutes, and supporting documents. 9. Attends to inquiries and requests from teachers, learners, parents, and other stakeholders and refers matters requiring official action to the appropriate personnel. 10. Monitors the submission of required documents and reports and coordinates with concerned school personnel and the Schools Division Office to ensure compliance with prescribed timelines. 11. Operates and maintains office equipment, including computers, printers, scanners, and photocopying machines, for official school transactions. 12. Performs other related administrative and clerical functions as may be assigned by the School Head, consistent with the nature of the position and applicable DepEd and Civil Service rules.
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**ANNOUNCEMENT: Mandatory Compliance for Administrative Aide VI
(Kapatagan NHS & Maigo NHS) 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 Kapatagan NHS and Maigo NHS. 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 Hiring Guidelines and Application Procedures

Position Title	Administrative Aide IV	Salary Grade	6
Parenthetical Title		Governance Level	SDO
Office/Bureau/Service		Unit/Division	Kapatagan NHS Maigo NHS
Reports to	School Head	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide clerical, administrative, and records management support to the School Head and other authorized school personnel to ensure the efficient delivery of administrative services, proper maintenance of school records, timely preparation and submission of reports, and effective implementation of school programs and activities..			
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			
	1. Receives, records, sorts, and distributes incoming and outgoing communications, memoranda, and other official school documents. 2. Maintains an organized filing system for school records, personnel documents, correspondence, and other administrative files, ensuring their confidentiality and accessibility to authorized personnel. 3. Encodes, updates, and consolidates school data and prepares administrative reports using prescribed DepEd forms, templates, and information systems. 4. Assists in preparing official correspondence, certifications, endorsements, notices, and other documents for review and approval by the School Head. 5. Provides clerical assistance in the preparation, consolidation, and submission of personnel-related documents, including attendance records, leave applications, and other employment-related reports. 6. Assists in maintaining and updating records of school supplies, materials, equipment, and other properties, in coordination with the designated property custodian or accountable officer. 7. Provides administrative support in the preparation and processing of procurement documents, financial reports, and		

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.