



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>39144</u>	
RELEASED	
23 SEP 2026	12:55
DATE	TIME
BY <u>6</u>	

September 22, 2026

DIVISION MEMORANDUM
No. 515, s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE ASSISTANT II FOR
SENIOR 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 Assistant II (SHS) 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 Assistant II	Salary Grade	8
Parenthetical Title		Governance Level	SDO
Office/Bureau/Service	Senior High School	Unit/Division	
Reports to	School Head	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide administrative, clerical, and operational support to the School Head and Senior High School personnel in the efficient implementation of school programs and activities. The position is responsible for assisting in records management, personnel documentation, preparation and submission of reports, and coordination of administrative transactions to ensure the effective delivery of Senior High School services.			
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	1 year relevant experience		
Eligibility	Career Service (Sub-professional) / First Level Eligibility		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience	At least 1 year of experience in accounting		
Eligibility			
Trainings	At least 8 hours of training in accounting		
DUTIES AND RESPONSIBILITIES			
	1. Provides administrative and clerical support to the School Head and Senior High School personnel in the implementation of school programs, projects, and activities. 2. Receives, records, processes, and distributes incoming and outgoing communications, memoranda, and other official documents. 3. Maintains and updates administrative records, personnel files, correspondence, and other school documents in accordance with applicable records management and data privacy policies. 4. Assists in preparing, consolidating, and submitting personnel-related documents, including attendance records, leave applications, service records, and other reports required by the Schools Division Office. 5. Prepares and encodes administrative reports, certifications, endorsements, and other official correspondence for review and approval by the School Head. 6. Assists in maintaining and updating Senior High School data and records, including enrollment information, learner records, and other school reports, in coordination with authorized school personnel. 7. Provides administrative assistance in the implementation and documentation of Senior High School programs, including the Work Immersion Program and other SHS-related activities.		

	8. Assists in preparing and processing school procurement documents, requests for supplies, and other operational requirements in coordination with the designated accountable personnel. 9. Maintains and updates records of school supplies, materials, equipment, and other properties, in coordination with the designated property custodian. 10. Coordinates with teachers, school personnel, the Schools Division Office, and other stakeholders regarding administrative requirements and the timely submission of reports. 11. Assists in organizing meetings, training activities, conferences, and other official school functions, including the preparation of attendance sheets, minutes, and supporting documents. 12. Performs other related administrative 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 Assistant II (Senior High School) 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 (Senior High School). 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/QoSBSYUhFCjsiaf28> 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.



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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