



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>16002</u>		
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20 MAY 2026	4:04	<u>NAU</u>
DATE	TIME	BY

May 20, 2026

**DIVISION MEMORANDUM**

No. 260, s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE OFFICER IV AND  
 ADMINISTRATIVE OFFICER II FOR PROCUREMENT UNIT**

To: Assistant Schools Division Superintendent  
 Chief of Functional Divisions  
 Division Office Personnel

Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office calls for the submission of applications for Administrative Officer IV and Administrative Officer II for the newly created Procurement Unit in the Schools 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".
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



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*Attachment A*

## Detailed Hiring Guidelines and Application Procedures

### ADMINISTRATIVE OFFICER IV

<b>Position Title</b>	Administrative Officer IV	<b>Salary Grade</b>	15
<b>Parenthetical Title</b>		<b>Governance Level</b>	SDO
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Administrative Unit - Procurement
<b>Reports to</b>	Assistant Schools Division Superintendent Administrative Officer V		
<b>Positions Supervised</b>	Administrative Officer II		

#### JOB SUMMARY

The Administrative Officer IV oversees and manages the full procurement cycle in the Schools Division Office (SDO), ensuring that all activities, from planning and bidding to contract administration and monitoring are compliance with RA 12009, its Implementing Rules and Regulations (IRR), and related procurement guidelines. The position is in-charge of the Procurement Unit, supervises staff, coordinates closely with end-users and the Bids and Awards Committee (SAC), and ensures transparency, accountability, and efficiency in all procurement transactions. By integrating procurement planning, process management, contract oversight, and performance evaluation, the AO IV safeguards public resources, mitigates risks, and delivers timely, quality goods and services to support the SDO's operational and educational objectives.

#### QUALIFICATION STANDARDS

##### A. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Experience	1 year relevant experience
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	4 hours of relevant training

##### B. Preferred Qualifications

Education	
Experience	2 years relevant experience in Procurement
Eligibility	
Trainings	8 hours relevant training

#### KEY RESULT AREAS

#### DUTIES AND RESPONSIBILITIES

Procurement Planning	<ul style="list-style-type: none"> <li>Facilitate the end-users in the preparation and completion of their procurement-related documents, ensuring compliance with existing procurement laws, rules, and guidelines such as RA 12009 or the New Government Procurement Act.</li> <li>Prepare the Division Annual Procurement Plan for Common-Use Supplies and Equipment (APPCSE) by collecting, reviewing, and consolidating the Project Procurement Management Plans (PPMPs) of all SDO units, ensuring completeness, accuracy, and alignment with agency requirements, for approval of the Schools Division Superintendent (SOS) and submission to the DBM-Procurement Service within prescribed timelines.</li> <li>Supervise the submission the PPMP and other related procurement documents by end-user to ensure accuracy, completeness, and compliance prior to consolidation into the Division APP for recommendation to the BAC and approval by the Head of the Procuring Entity (HoPE).</li> </ul>
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	<ul style="list-style-type: none"><li>• Organize and conduct quarterly end-user interface meetings in the SDO functional units to gather requirements, address procurement concerns, and provide guidance on proper documentation and timelines.</li><li>• Process, prepare, and validate Agency Procurement Requests (APRs) from end-users on a quarterly basis to ensure completeness, accuracy, and alignment with the approved APP prior to endorsement for approval or adjustment if necessary; and coordinate with DBM-Procurement Service for stock availability to determine whether supplies will be procured from the DBM depot or sourced externally.</li><li>• Facilitate and ensure the timely submission and compliance of required Government Procurement Policy Board (GPPB) reports, including the Division APP, CSE, Non-CSE, Agency Procurement Compliance and Performance Indicators (APCPI), and PhilGEPS postings.</li><li>• Plan, coordinate, and prioritize procurement tasks with the BAC and its Secretariat upon receipt of approved procurement requests, ensuring alignment with the approved Division APP and procurement schedules.</li><li>• Plan, oversee, and analyze market surveys to gather accurate and up-to-date pricing, specifications, and supplier information for use in preparing PMPs and the APP, in compliance with RA 12009.</li><li>• Coordinate with end-user units and the BAC Secretariat to integrate validated market survey data into technical specifications, cost estimates, and procurement schedules.</li><li>• Maintain and update a market price database to support transparency, competitiveness, and value-for-money procurement decisions.</li></ul>
Procurement Process Management	<ul style="list-style-type: none"><li>• Coordinate, facilitate, and monitor the procurement process from the preparation of procurement documents and posting of bid advertisements to the updating of the procurement tracking system in compliance with procurement laws, regulations and applicable GPPB guidelines.</li><li>• Prepare and issue Purchase Orders (POs) to winning bidders based on validated APRs and Purchase Requests (PRs), ensuring accuracy, completeness, and compliance with RA 12009 and other related procurement rules and regulations, and promptly serve the approved POs to facilitate timely delivery of goods and services.</li><li>• Implement procurement activities in collaboration with end-users, ensuring that all processes from preparation of bidding documents to posting of procurement opportunities adhere with existing procurement laws and regulations.</li><li>• Coordinate and facilitate BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li><li>• Prepare, facilitate, and document key procurement proceedings in the division, including but not limited to pre-procurement conferences, pre-bid conferences, bid submission, bid opening, evaluation, and post-qualification, in line with the principles of transparency, competitiveness, efficiency, and proportionality.</li><li>• Oversee the sale distribution, issuance and proper documentation of bidding documents to suppliers, contractors, consultants, and other interested parties, ensuring open access to information and compliance with participatory procurement practices.</li><li>• Update and maintain the procurement tracking system and PhilGEPS postings to ensure real-time visibility of procurement activities in the SDO and to support open contracting requirements under RA 12009.</li><li>• Provide technical guidance and assign tasks to the Administrative Officer II within the Procurement Unit, monitoring outputs for timeliness, accuracy, and adherence to procurement schedules and quality standards.</li><li>• Maintain complete and accurate procurement records to support audit, monitoring, and evaluation, ensuring that all documentation meets the accountability and sustainability standards mandated by the existing procurement law.</li></ul>



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Procurement Contracts Management	<ul style="list-style-type: none"> <li>Plan, implement, and administer all stages of procurement contract management-covering contract execution, monitoring, and close-out-in accordance with RA 12009 and its IRR, ensuring transparency, accountability, and efficiency. This includes applying risk management measures to reduce, eliminate, or mitigate potential financial, legal, and procurement risks throughout the contract lifecycle.</li> <li>Monitor and track compliance with the terms and conditions of procurement contracts, coordinating with end-user units, suppliers, contractors, and consultants to address deviations and ensure contract performance.</li> <li>Communicate with the Procurement Management Service - Contract Management Division (ProcMS-CMD) regarding the delivery of goods procured by the Central Office (CO) and Regional Office (RO), ensuring timely receipt and proper documentation in the SDO.</li> <li>Facilitate acceptance procedures with end-user units for the inspection and acceptance of delivered goods and services and coordinate with the Finance Unit to support prompt processing and payment of contracts.</li> <li>Maintain and safeguard complete contract files and related documentation for monitoring, audit, and compliance purposes, ensuring alignment with RA 12009 principles of transparency, accountability, and efficiency.</li> </ul>
Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Facilitate the preparation of Inspection Orders to be issued by the SDS, the authorized Head of the Administrative Section, by providing complete and accurate project details and item specifications for inspection in compliance with RA 12009 requirements.</li> <li>Track and monitor compliance of procurement processes with RA 12009, its IRR, GPPB issuances, DepEd procurement guidelines, and BAC Secretariat procedures, ensuring that all activities uphold the principles of transparency, accountability, and efficiency.</li> <li>Maintain and ensure accuracy of the procurement tracking system for all ongoing procurement activities and milestones, enabling real-time visibility, effective monitoring, and timely reporting.</li> <li>Track and measure performance of actual procurement activities against required timelines, prepare and submit Procurement Monitoring Reports (PMR) and APCPI reports to oversight agencies, including consolidated reports from SDOs under jurisdiction, in accordance with RA 12009 reporting requirements.</li> <li>Coordinate the initiation of sanction procedures against non-compliant or defaulting suppliers, contractors, and consultants, in accordance with the penalties and remedies provided under RA 12009 and its IRR.</li> </ul>
Secondary Duties	<ul style="list-style-type: none"> <li>Perform other relevant functions as may be assigned by the supervisor.</li> </ul>

**ADMINISTRATIVE OFFICER II**

<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parentetical Title</b>		<b>Governance Level</b>	SDO
<b>Office/Bureau/Service</b>	Office of the Schools Division Superintendent	<b>Unit/Division</b>	Administrative Unit - Procurement
<b>Reports to</b>	Administrative Officer IV		
<b>Positions Supervised</b>	None		

**JOB SUMMARY**

The Administrative Officer II is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents; preparation of Contracts, Memoranda of Agreement (MOA), and Purchase Orders (Pos) and other agreement documents in the Schools Division Office (SDO), specifically in the provision



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of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for helping in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

**QUALIFICATION STANDARDS**

**C. CSC Prescribed Qualifications**

Education	Bachelor's Degree relevant to the job
Experience	None Required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None Required

**D. Preferred Qualifications**

Education	
Experience	1 year relevant experience in Procurement
Eligibility	
Trainings	4 hours relevant training

**KEY RESULT AREAS**

**DUTIES AND RESPONSIBILITIES**

Procurement Planning	<ul style="list-style-type: none"> <li>• Support the Administrative Officer IV (AO IV) in organizing and conducting quarterly end-user interface meetings by preparing schedules, sending notifications, securing venues, and compiling reference materials.</li> <li>• Guide the end-user units in completing procurement-related documents by providing templates, checking completeness of entries, and guiding them on required attachments in accordance with RA 12009.</li> <li>• Compile and encode PPMPs from all SDO units for initial consolidation into the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE).</li> <li>• Collect and consolidate PPMPs from end-user units, and coordinate with the Bids and Awards Committee (BAC) Secretariat, Planning, and Budget Units to ensure accuracy, completeness, and alignment with budget and procurement guidelines before endorsement to the AO IV.</li> <li>• Provide logistical and clerical support in planning, prioritizing, and coordinating procurement tasks with the BAC Secretariat upon receipt of approved procurement requests from end-users, ensuring timely and efficient processing and proper documentation in line with approved procurement schedules.</li> <li>• Receive and log submitted PPMPs and related procurement documents from end-users for review by the AO IV prior to consolidation into the Division APP.</li> <li>• Prepare draft Agency Procurement Requests (APRs) based on consolidated end-user requirements for review by the AO IV and transmit approved APRs to DBM-Procurement Service for stock availability confirmation.</li> <li>• Assist in the preparation and initial checking of required GPPB reports (e.g., APP, CSE, Non-CSE, APCPI, PhilGEPS postings) before submission to the AO IV for review and endorsement.</li> <li>• Conduct and document market surveys by gathering current pricing, specifications, and supplier information for goods, services, and infrastructure, and submit the results to the AO IV for review and analysis.</li> <li>• Collect and compile market survey data from various sources and coordinate with end-users to confirm technical specifications and supplier details for consolidation by the AO IV.</li> <li>• Encode and update the market price database with validated survey results, ensuring accuracy, completeness, and accessibility for procurement planning and monitoring purposes.</li> </ul>
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<p>Procurement Process Management</p>	<ul style="list-style-type: none"> <li>• Prepare and organize draft procurement documents (e.g., bid forms, invitations, advertisements, requests for quotations, bid bulletins, notices of award, contracts, and notices to proceed) for initial review of the AO IV, ensuring accuracy and completeness.</li> <li>• Post approved procurement opportunities and related notices (e.g., invitations to bid, request for quotations, bid bulletins, and annual procurement plan) in PhilGEPS and other authorized platforms, and update procurement tracking system and relevant databases.</li> <li>• Provide administrative and logistical support in the conduct of post-qualification activities by preparing necessary documents, securing schedules, and recording proceedings, ensuring that all requirements are complete and ready for review by the BAC members and Technical Working Group (TWG).</li> <li>• Coordinate and arrange schedules for BAC meetings, conferences, and bidding activities, including preparing procurement timelines, agendas, minutes of meetings, and BAC resolutions.</li> <li>• Coordinate and facilitate with BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li> <li>• Provide logistical and clerical support during procurement activities such as pre-procurement conferences, pre-bid conferences, bid submission and opening, evaluation, and BAC deliberations.</li> <li>• Issue and record the sale/distribution of bidding documents to suppliers, contractors, and consultants, maintaining accurate logs and supporting documents.</li> <li>• Maintain and regularly update a supplier, contractor, consultant, and observer database for the SDO, ensuring accurate and current contact and performance information.</li> <li>• Prepare and release POs after AO IV validation, record served POs for tracking and transmit documents to concerned offices for processing.</li> <li>• Maintain orderly procurement files and archive for all transactions, ensuring they are complete, accessible, and audit ready.</li> <li>• Provide administrative assistance in the conduct of procurement-related trainings and activities initiated by the Central Office (CO) and Regional Office (RO) for end-users in the SDO.</li> </ul>
<p>Procurement Contracts Management</p>	<ul style="list-style-type: none"> <li>• Support the AO IV in managing procurement contracts by assisting in the planning and organization of all stages of contract administration to help reduce, eliminate, or mitigate financial, legal, and procurement-related risks.</li> <li>• Provide administrative and logistical support in monitoring supplier, contractor, and consultant compliance with the specified terms and conditions of procurement contracts, including tracking deliverables, timelines, and performance.</li> <li>• Coordinate with the Procurement Management Service - Contract Management Division (ProcMS-CMD) on matters relating to the delivery of goods procured by the CO and RO, ensuring timely documentation and communication.</li> <li>• Facilitate coordination with end-user units for the inspection and acceptance of delivered goods and services and liaise with the Finance Unit to help ensure prompt payment of contracts.</li> <li>• Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.</li> </ul>
<p>Procurement Monitoring and Evaluation</p>	<ul style="list-style-type: none"> <li>• Draft Inspection Orders with complete project and item details based on approved documents for signature by the Schools Division Superintendent (SOS) or authorized official.</li> <li>• Monitor and record the progress of procurement activities against set timelines, and report variances to the AO IV.</li> <li>• Gather and organize procurement-related data to support the preparation and timely submission of reports to oversight agencies, including but not limited to the</li> </ul>



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	<p>Procurement Monitoring Report (PMR) and the Agency Procurement Compliance and Performance Indicators (APCPI).</p> <ul style="list-style-type: none"><li>• Compile and prepare data for monthly, quarterly, and annual accomplishment reports, as well as other required documentation for the BAC and its Secretariat, ensuring accuracy and on-time submission to concerned offices.</li><li>• Conduct and encode results of market surveys to update the latest prices of goods, services, and equipment, and maintain an up-to-date price database for use in procurement planning and evaluation.</li><li>• Maintain an updated procurement tracking system and ensure all milestones are recorded.</li><li>• Keep records of supplier and contractor performance issues for possible sanction proceedings.</li></ul>
Administrative and Records Management	<ul style="list-style-type: none"><li>• Provide administrative and clerical support to the SDO Inspectorate Team by preparing and furnishing reference documents for inspections, ensuring proper documentation, and facilitating timely submission of inspection reports to the CO.</li><li>• Coordinate with end-user units on the delivery of goods procured by the CO or RO, confirming receipt and assisting in related documentation requirements.</li><li>• Assist in the administrative processing of sanctions against non-compliant suppliers, contractors, and consultants, in accordance with applicable procurement rules and procedures.</li><li>• Coordinate and facilitate meetings with end-users by arranging schedules, preparing materials, and ensuring that proceedings are documented for reference and follow-up.</li></ul>
Secondary Duties	<ul style="list-style-type: none"><li>• Perform other relevant functions as may be assigned by the supervisor.</li></ul>



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**ANNOUNCEMENT: Mandatory Compliance for Administrative Officer IV and Administrative Officer 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 Officer IV** and **Administrative Officer II** for *Procurement Unit* in the *Schools Division Office*. 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.



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- 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 4<sup>TH</sup> 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 (AO II)/mandatory(AO IV)**  
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*



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*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 for comparative assessment, including but not limited to:
- i. 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.**
  - ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in *Item (H)* is not relevant to the position to be filled.

**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 June 8, 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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