



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

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DATE	TIME	BY

May 20, 2026

DIVISION MEMORANDUM

No. 258, s. 2026

CALL FOR APPLICATION FOR LEGAL ASSISTANT I (LEGAL 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 Legal Assistant I for Legal Unit. 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

Position Title	Legal Assistant I	Salary Grade	10
Parenthetical Title		Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Legal Unit
Reports to	Attorney III		
Positions Supervised	None		
JOB SUMMARY			
<p>The Legal Assistant I supports the Schools Division Office Legal Unit by gathering, examining, and analyzing information or facts related to cases, matters, and issues received, submitted, or referred to the office. The position conducts investigations when necessary and provides comprehensive clerical, legal, and administrative assistance to the Attorney III. Through these functions, the Legal Assistant I contributes to the delivery of effective, efficient, judicious, and timely legal services, ensuring the smooth, responsive, and well-coordinated operations of the Legal Unit.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's Degree		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Preferably with at least Units of Bachelor of Laws		
	Excellent written and verbal communication skills		
	Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet		
KEY RESULT AREAS		DUTIES AND RESPONSIBILITIES	
Investigation	<ul style="list-style-type: none"> Conduct impartial, evidence-based, and timely preliminary or fact-finding investigations as directed by the Disciplining Authority. Prepare Notices of Order to Submit Counter-Affidavit/ Answer, Notices of Hearing, and Clarificatory Orders, ensuring accuracy and compliance with legal procedures. Prepare comprehensive investigation reports based on verified facts, ensuring timeliness and adherence to due process. 		
In-House General Legal Services	<ul style="list-style-type: none"> Draft simple or routine correspondence and communications in support of the Legal Unit's operations. Conduct legal research on applicable laws, rules, regulations, and jurisprudence to support case handling and policy implementation. Prepare Orders for the correction of entries in school records, subject to the evaluation of the Legal Officer. Coordinate with School Heads regarding legal issues and concerns related to school sites, ensuring proper documentation and resolution. Log, monitor, and follow up on schools' compliance with the Child Protection and Anti-Bullying Policies and consolidates related reports. 		



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	<ul style="list-style-type: none"> • Assist clients with legal concerns or issues received in person, by phone, or through electronic mail, ensuring prompt and courteous service. • Consolidate reportorial requirements, including but not limited to complaints, case updates, and the status of school site ownership, and submits them to the appropriate offices within the prescribed period. • Verify the pendency or non-pendency of administrative cases for the issuance of certifications or division clearances.
<p>Records and Database Management</p>	<ul style="list-style-type: none"> • Receive, record, and route documents addressed to the Legal Unit with attached routing slip and forward them to the appropriate person/office, ensuring proper tracking and status of documents. • Maintain an organized filing system for case files, reports, and other legal-related communications, ensuring documented information is easily retrievable, accessible, and securely stored. • Create and maintain secure databases on school site ownership and cases - including, but not limited to, child abuse and bullying - to ensure accurate tracking, reporting, and controlled access to information. • Document proceedings of Legal Unit meetings such as clarificatory conferences, case briefings, and agreements; draft and distribute minutes to concerned parties, and safe keeps copies for future reference.
<p>Administrative Support</p>	<ul style="list-style-type: none"> • Provide administrative assistance and support to ensure the smooth operations of the Legal Unit. • Prepare and encode documents, reports, and presentations in electronic format for the Legal Unit • Coordinate and facilitate the schedules of the Legal Unit's activities, including trainings, workshops, meetings, and appointments with other offices • Coordinate the preparation and processing of documents required for the Legal Unit's activities and operations. • Arrange and coordinate meetings and appointments with external parties, including scheduling dates, securing venues, and arranging meals as needed, and confirm details with all concerned. • Prepare clearances and certifications as requested, securing the signature of the proper authorities. • Coordinate travel bookings for staff as instructed and provide timely feedback on booking status. • Ensure the security, proper maintenance, and availability of office equipment, as well as the timely replenishment of office supplies. • Receive and route incoming calls or logs relevant information and promptly notifies the concerned party. • Log concerns brought to the office and follow through on inquiries until resolution.

ANNOUNCEMENT: Mandatory Compliance for Legal Assistant I Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Legal Assistant I for Legal Unit in the Schools Division Office. Our hiring process strictly adheres to the principles of **Merit**,



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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)



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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 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.**



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- 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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