



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

October 19, 2026

SCHOOLS DIVISION MEMORANDUM

No. 30, s. 2026

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF
APPLICANTS ADMINISTRATIVE ASSISTANT II AND
ADMINISTRATIVE ASSISTANT III POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School heads
All Others Concerned

1. With reference to **DepEd Order 007, s. 2023** titled **Guidelines on the Recruitment, Selection, and Appointment in the Department of Education**, this Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the call for submission of application, screening and evaluation of applicants for vacant positions with the following details:

ITEM	SG	QUALIFICATION STANDARDS			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II	8	High School Graduate	1 year relevant experience	4 hours of relevant training	None required
ADMINISTRATIVE ASSISTANT II	8	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	1 year relevant experience	4 hours of relevant training	Relevant MC 11.s 1996 Career Service (Sub professional) First Level Eligibility
ADMINISTRATIVE ASSISTANT III	9	High School Graduate (prior to 2016); or Completion of Grade 10/Junior High School (Starting 2016)	1 year of relevant experience	4 hours of relevant training	Printing Machine Operator
ADMINISTRATIVE ASSISTANT III	9	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	1 year relevant experience	4 hours of relevant training	Relevant MC 11.s 1996 Career Service (Sub professional) First Level Eligibility



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The said evaluation has the following timeline:

October 19-23, 2026	-	Submission and Receipt of Application Documents
October 26-27, 2026	-	Initial Evaluation of the Qualification of Applicants
October 28, 2026	-	Posting of Qualified Applicants
October 29, 2026 9:00 am	-	Comparative Assessment of Applicants
November 4, 2026	-	Posting of the Results of Comparative Assessment of Applicants

2. Interested applicants are advised to submit through the SDO Records Section the following documents on or before October 23, 2026 5:00 p.m. Additional documents shall not be accepted after the said deadline.

- a. Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
- b. Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility /Rating, if applicable;
- e. Photocopy of scholastic /academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Checklist of Requirements and Omnibus Sworn Statement of the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Enclosure No. 1*), notarized by authorized official; and
- 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; and

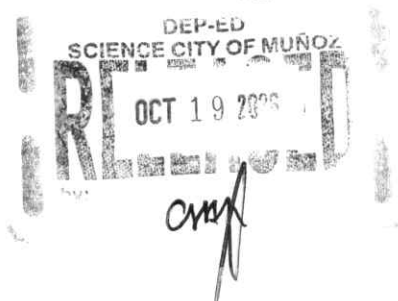


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- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(j) is not relevant to the position to be filled, if applicable.
2. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
3. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants.
4. Kindly bring original documents on the day of evaluation for verification and other purposes.
5. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j), duly signed by the applicant.
6. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate and wide dissemination of this Memorandum is desired.

JOHANNA N. GERVACIO PhD, CESQ V
Schools Division Superintendent

Encl: None
Reference: DepEd Order no. 007 s. 2023
To be indicated in the Perpetual Index
Under the following subject:
COMPARATIVE ASSESSMENT
HRMPSE/ Administrative assistant ii-iii
October 19, 2026



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph



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Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as 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 Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.