



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

26 October 2026

SCHOOLS DIVISION MEMORANDUM

No. 367 s. 2026

**POSTPONEMENT OF THE INITIAL EVALUATION AND OTHER RECRUITMENT,
SELECTION, AND PLACEMENT ACTIVITIES UNDER SCHOOLS DIVISION
MEMORANDUM NO. 355, S. 2026**

(Submission of Application, Screening & Evaluation of Applicants for
Administrative Assistant II and Administrative Assistant III Positions)

To: Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Upon further review of the published vacancy announcement, it was determined that there is a need to:
 - a. review and further specify the parenthetical titles of certain vacant positions to ensure clarity and consistency with their intended functional assignments;
 - b. correct the qualification standards of one (1) Administrative Assistant II position to align with CSC Memorandum Circular No. 7, s. 2025, otherwise known as the Amendment to the Education Requirements of First-Level Positions in the Government.
2. Pending the issuance of a separate memorandum containing the necessary revisions and clarifications, the conduct of the initial evaluation of applicants and all succeeding recruitment and selection activities scheduled under the said Memorandum shall be held in abeyance until further notice.
3. All applications received within the prescribed application period shall remain valid. Should an extension of the application period be deemed necessary, the same shall be announced through a separate issuance.
4. A Pre-Ranking Conference shall likewise be conducted to orient applicants of the revisions and to allow those who submitted applications to confirm their intended position of application, subject to the revised position details and qualification standards.
5. A separate memorandum shall be issued prescribing the revisions, the schedule of the Pre-Ranking Conference, and the updated timelines for the recruitment, selection, and placement process.
6. Wide dissemination of this Memorandum is enjoined.

Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

RECRUITMENT, SELECTION, PLACEMENT

HRMPSB/ Postponement of Initial Evaluation and Other
Activities under SDM 355, s. 2026

/ October 26, 2026

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