



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF IMUS CITY

24 Apr 2026

DIVISION MEMORANDUM

No. 225, s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE ASSISTANT
 (AS) II UNDER CONTRACT OF SERVICE (CoS) FOR
 SCHOOL-BASED FEEDING PROGRAM (SBFP)**

TO: OIC-Assistant Schools Division Superintendent
 OIC-School Governance and Operations Division
 OIC-Curriculum Implementation Division
 Education Program Supervisors
 School Heads (All Public Schools)
 All Others Concerned

1. Pursuant to the Memorandum from the Department of Education dated April 2, 2024 relative to the hiring of School-Based Feeding Program (SBFP) Feeding Coordinators under Contract of Service (COS), this Office announces the call for application for Administrative Assistant II, detailed as follows:

Position	Qualification	Basic Salary plus premium	No. of Pos.	Place of Assignment
Administrative Assistant II	<p>Education- Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job</p> <p>Training - 8 hours relevant training</p> <p>Experience - 1 year relevant experience</p>	Php 22,000.00/ Php2,200.00	1	Schools Governance and Operations Division

2. The CoS to be hired shall have the following terms of reference:

- a. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
- b. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning, etc.;



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- c. Assists in the maintenance of database for SBFP and related programs and activities within the SDO;
- d. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
- e. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
- f. Proactively promotes team objectives by supporting related tasks as needed; and
- g. Performs other functions as may be deemed necessary.

3. Applicants are required to submit the following on or before April 30, 2026, (until 5:00 P.M.) to the Records Section:

4. Only documents submitted by the deadline will be evaluated; no additional documents will be accepted thereafter.

5. Please refer to Enclosure No. 1 for mandatory submission guidelines and requirements.

6. The Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) shall no longer be required to be notarized as stated in paragraph No. 10 of DO 21, s. 2024 (Amendments to DO 7, s. 2023), but they must be sworn before any public officer authorized to administer oath pursuant to Republic Act 10755.

7. The hiring and selection timeline for this position is detailed below:

Date	Activity
April 15-30, 2026	Submission and receipt of application to the Records Sections
May 5, 2026	Conduct and submission of initial evaluation of documents
May 6, 2026	Conduct of Comparative Assessment
May 8, 2026	Interview and Written Exam.
May 13, 2026	Submission of Results to the Appointing Authority

8. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist and shall receive a notification through email indicated in the Personal Data Sheet (Form 212) on the result of the initial evaluation.

9. Submission of falsified, misrepresented, or incomplete documents is a ground for automatic disqualification and may warrant administrative and/or legal action.

10. The Department of Education-Schools Division of Imus City adheres to the Equal Employment Opportunity Principle (**EEOP**) in Human Resource Management System. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliations.

11. This Office strictly adheres to Zero Tolerance Policy on Corruption in Personnel Actions within the Department.

12. Pursuant to RA 8792 or the “Electronic Commerce Act of 2000”, online

submission of electronic copies of the documentary requirements may be allowed, subject to the submission of the hard copies upon request for the purpose of verification.


13. Local funds shall cover all expenses for this activity, subject standard accounting and auditing rules.

14. For queries and clarifications, you may contact Ms. Marilyn O. Anglo, HRMO, at (046) 4198450 local 206.

15. For immediate and wide dissemination.

Digitally signed by
Lito A. Palomar
Date: 2026.04.23
Time: 19:14:54 +08:00


LITO A. PALOMAR

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent 

Encl.: none

Reference: as stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
SELECTION

osds/asu/personnel/moa/041326

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Enclosure No. 1 to DM No. 225, s. 2026

PART I : To ensure uniformity, arrange the following mandatory requirements in an expanded folder (**green**) properly labeled and tagged per document to facilitate assessment and evaluation:

- A.** 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 pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form, notarized by the authorized officials;
- B.** Letter of Intent must be addressed to Mr. LITO A. PALOMAR, OIC-Schools Division Superintendent. Kindly indicate the position/s you are applying for with the corresponding office and item number/s;
(Duly accomplished PDS and Work Experience Sheet (CSC Form 212, revised 2025);
(Note: For PDS: Applicant must ensure all details and information are correct and updated from pages 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 valid and updated PRC license, if applicable;
- D.** Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- E.** Photocopy of latest appointment, if applicable;

PART II. Proper labeling of each criterion using ear tags is required to facilitate evaluation.

Criteria	Mode of Verification/s
a. Education	<p>For applicants with earned units leading to Master's and/or Doctorate degree/s, kindly attach any of the following:</p> <ul style="list-style-type: none"> a. Transcript of Record (if graduated) b. Certificate of Completed Academic Requirements (if CAR) c. Certificate of Units Earned (if Unit's earner) <p>*In the event that any of the above listed documents is not yet available, applicant may submit a Screen Capture of Units Earned from Student Online Portal together with the proof of request.</p> <p>Applicants applying for positions requiring a Complete Academic Requirement in MA shall submit a TOR with "CAR" remarks or any certification certified by authorized personnel from the college/university indicating that the applicant has already passed the comprehensive examination and completed all the academic requirements.</p>
b. Training	<p>Certificate of training acquired after the last promotion but within the last five (5) years</p> <p>Applicants must include only those trainings that are RELEVANT to the positions applying for.</p>
c. Experience	<p>Service Record/Contract of Service/Certificate of Employment</p> <p>Only a signed Service Record or any proof of employment will be accepted. If the Service Record is not updated, the computation of points will be based on the issued date.</p>
d. Performance	<p>Applicants are required to submit a clear copy of (1) one-year performance ratings or two (2) rating periods covering 1 year in the current/latest position prior to the deadline of submission of applications.</p> <p>For applicants applying for PROMOTION, he/she shall submit a (1) one-year VERY SATISFACTORY performance rating or two (2) rating periods in the current/latest position.</p>

	<p>For applicants from private institutions (External Applicants), he/she shall submit a recent performance appraisal/rating with numerical rating, issued by authorized officer/HR.</p> <p>Note: Applicants who failed to submit shall not be included in the official list of applicants.</p>
<p>e. Outstanding Accomplishments (acquired after the last promotion)</p>	<p>Outstanding Employee Award:</p> <p>a. Any issuance, memorandum or documents showing the Criteria for the Search; and b. Certificate of Recognition/Merit</p> <p>Research and Innovation:</p> <p>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16 s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of innovation or research by another school/office duly signed by the Head of Office d. Certificate of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by the other researchers (whose study/research is likewise approved by the authorized body) of the concept/s developed in the research</p> <p>Subject Matter Expert /Membership in National TWGs or Committee:</p> <p>a. Issuance or Memorandum showing the membership in NTWG or Committee. b. Certificate of Participation or Attendance, and c. Output/Adoption by the Organization/DepEd</p> <p>Resource Speakership/Learning in National TWGs or Committee:</p> <p>a. Issuance/ Memorandum/Invitation/Training Matrix b. Certificate of Recognition/Merit/Commendation/Appreciation c. Slide deck/s used and/ or Session guide's</p> <p>NEAP Accredited Learning Facilitator:</p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</p>
<p>f. Application of Education (acquired after the last promotion)</p>	<p>Contributions made by an applicant to their workplace as a result of their learnings from higher education units/degree earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position/s applying for.</p> <p>a. Action Plan approved by the Head of Office</p>

	<p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certificate of the utilization/adoption signed by the Head of Office</p>
<p>g. Application of L & D <i>(acquired after the last promotion)</i></p>	<p><i>Proven success of the learnings gained from HRD interventions done/attended by the applicant, which must have led to significant positive results in their current or previous work that is relevant and applicable to the positions applying for.</i></p> <p>a. Certificate of Training or Certification on any applicable L86D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;</p> <p>b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L & D intervention done/attended, duly approved by the Head of Office</p> <p>c. Accomplishment Report together with the General Certification that the L & D intervention was used/adopted by the office at the local level</p> <p>d. Accomplishment Report together with the General Certification that the L & D intervention was used/adopted by a different office at the local/higher level</p>
<p>h. Potential</p>	<p>Written Test/Work Sample and BEI</p>

CHECKLIST OF REQUIREMENTS

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

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the SDS containing the following information: <i>i. Statement of Purpose/ Expression of interest</i> <i>ii. Position applied for</i>			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d.	Photocopy of valid and updated PRC License /ID			
e.	Certificate of Competency Level issued by Authorized body (if applicable)			
f.	Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g.	Photocopy of duly signed Service Record			
h.	Photocopy of latest appointment			
i.	Photocopy of certificate /s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs / courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate /s of relevant specialized trainings or professional development programs, if any			
j.	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II 11, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k.	Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating <i>(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>			
l.	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m.	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 pursuant to RA No. 10173 (Data Privacy Act of 2012)			
n.	Other documents as may be required by the HRMPSB For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators. For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment			

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", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.