



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

25 NOV 2025

DIVISION MEMORANDUM

No. 735 S. 2025

CALL FOR APPLICATION FOR VARIOUS NON-TEACHING AND SCHOOL ADMINISTRATION POSITIONS

TO: OIC-Assistant Schools Division Superintendent
 OIC- CID Chief
 OIC -SGOD Chief
 Education Program Supervisor
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In fulfillment of the Agency's commitment to uphold Merit, Fitness, Accountability, Transparency and Equal Opportunity, this Office announces the Call for applications for various non-teaching positions and school administration positions.

2. To ensure these principles have been met, applicants are required to read the **Guidelines on Recruitment, Selection and Appointment (RSA)** procedures stipulated in DepEd Order No. 007, s. 2023, and be informed about the procedures and pointing system.

3. Before submitting documents, applicants should review the job summary and qualification standards for each of the following vacant positions to check if their profile meets the requirements:

SCHOOL ADMINISTRATION POSITIONS	
Position:	PRINCIPAL II (1)
Salary Grade:	20
Item Number:	OSEC-DECSB-SP2-270254-2016
Education:	Master's degree in education, or Educational Management, or Educational Leadership: or Master's degree in relevant learning area with at least 12 units in Management
Training:	32 hours of training in any of or a cumulative of the following; Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Experience:	5 years teaching experience and 2 years experience in school management and operations



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



Eligibility:	RA 1080, as amended (Teacher)
PLACE OF ASSIGNMENT	Senior High School
Job Summary	Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.
Position:	HEAD TEACHER IV (2)
Salary Grade:	17
Item Number:	OSEC-DECSB-HTEACH4-270054-2019;OSEC-DECSB-HTEACH4-270055-2019
Education:	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization
Training:	24 hours of relevant training
Experience:	Head Teacher for 3 Years; or Master Teacher for 2 Years
Eligibility:	RA 1080 /LET/ PBET
PLACE OF ASSIGNMENT	Gen. Emilio Aguinaldo NHS
Job Summary	Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.
Position:	HEAD TEACHER II (1)
Salary Grade:	15
Item Number:	OSEC-DECSB-HTEACH2-270062-2023
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units
Training:	24 hours of relevant training
Experience:	HT for 1 year or Teacher for 4 years
Eligibility:	RA 1080 /LET/ PBET
PLACE OF ASSIGNMENT	Elementary
Job Summary	Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

NON-TEACHING POSITIONS	
Level II	
Position:	ADMINISTRATIVE OFFICER IV (1) (SUPPLY)
Salary Grade:	15
Item Number:	OSEC-DECSB-ADOF4-270015-2022
Education:	Bachelor's degree relevant to the job
Training:	4 hours of relevant training
Experience:	1 year relevant experience
Eligibility:	Career Service Professional (Second Level Eligibility)
PLACE OF ASSIGNMENT	Administrative Services Unit
Job Summary	To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and, facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.
Position:	NURSE II
Salary Grade:	16
Item Number:	OSEC-DECSB-NURS2-270327-2021
Education:	Bachelor of Science in Nursing
Training:	4 hours of relevant training
Experience:	At least 2 years of relevant experience
Eligibility:	RA 1080 (Nursing Licensure Exam)
PLACE OF ASSIGNMENT	SGOD- School Health and Nutrition
Job Summary	Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.
Position:	PROJECT DEVELOPMENT OFFICER I
Salary Grade:	11
Item Number:	OSEC-DECSB-PDO1-270129-2023
Education:	Bachelor's Degree relevant to the job
Training:	None Required
Experience:	None Required
Eligibility:	Career Service (Professional) Second Level Eligibility

PLACE OF ASSIGNMENT	SDO Imus City-Elementary
Job Summary	Responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.
Position:	ADMINISTRATIVE OFFICER II
Salary Grade:	11
Item Number:	OSEC-DECSB-ADOF2-270424-2020
Education:	Bachelor's degree relevant to the job
Training:	None required
Experience:	None required
Eligibility:	Career Service Professional (Second Level Eligibility)
PLACE OF ASSIGNMENT	SDO Imus City-Elementary
Job Summary	This position is responsible for the implementation of effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.
Note:	<p>All applicants from the previous ranking for Administrative Officer II position, must submit the following:</p> <ul style="list-style-type: none"> a. A letter requesting the retention of their previous scores, (must be addressed to the Schools Division Superintendent) or b. Update their application to ensure the inclusion of their name in the current ranking. <p>Failure to comply with this requirement may result in exclusion from the ranking process.</p>
Level I	
Position:	ADMINISTRATIVE ASSISTANT III (3)
Salary Grade:	09
Item Number:	OSEC-DECSB-ADAS3-270149-2018 (OSDS) OSEC-DECSB-ADAS3-270074-2022 (GEANHS) OSEC-DECSB-ADAS3-270150-2018 (FINANCE)
Education:	Completion of two years in college
Training:	4 hours of relevant training
Experience:	1 year relevant experience

Eligibility:	Career Service Sub-Professional (First Level Eligibility)
PLACE OF ASSIGNMENT	OSDS/GEANHS/Finance
Job Summary	To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions
Position:	ADMINISTRATIVE ASSISTANT II (1)
Salary Grade:	08
Item Number:	OSEC-DECSB-ADAS2-270045-2022
Education:	Completion of two years in college
Training:	4 hours of relevant training
Experience:	1 year relevant experience
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
PLACE OF ASSIGNMENT	Gen. Emilio Aguinaldo NHS
Job Summary	This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.
Position:	ADMINISTRATIVE AIDE VI (1)
Salary Grade:	6
Item Number:	OSEC-DECSB-ADA6-270045-2015
Education:	Completion of two years in College
Training:	4 hours of relevant training
Experience:	1 year of relevant experience
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
PLACE OF ASSIGNMENT	Office of the Schools Division Superintendent
Job Summary	To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS

3. All interested applicants shall submit the following documents in **hard copy** to the Records Section on or before **December 5, 2025, 5:00 p.m. only**. All applicants are required to register using this link: <https://tinyurl.com/Application->

NTandSH.

4. ***Please refer to enclosure no. 1 regarding mandatory requirements and instructions before submission.***

5. 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 Deped Order No. 21, s. 2024** (Amendments to Deped Order No. 7, s, 2023), however, it shall be required to be sworn before any public officer authorized to administer oath pursuant to Republic Act 10755.

6. Criteria and Point System for Hiring and Promotion to Schol Administration Positions are as follows:

Criteria	School Administration Positions
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L & D	10
h. Potential (Written Test, BEI, Work Sample Test)	15
TOTAL	100

7. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions are as follows:

Criteria	Level 1 SG 1-9	Level 2 SG-10-22
a. Education	5	5
b. Training	5	10
c. Experience	20	15
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of L & D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL	100	100

8. ***Please refer to enclosure no. 2 for the required Means of Verification for computing points for each criterion.***

9. The timeline for the hiring and selection process for the said positions are indicated below:

Date	Activity	Person Responsible
Nov. 24 to Dec 5, 2025	Receipt of applications	Records Section
Dec. 9 to 19, 2025	Conduct of initial evaluation of documents	HRMO/Sub-committees
Dec. 22-23; 29, 2025	Submission of initial evaluation to HRMPS	HRMO
Jan. 5-9, 2026	Conduct of Comparative Assessment/Interview/Written Exam/Open Ranking	HRMPSB
Jan. 12-16, 2026	Submission of Results to the Appointing Authority	HRMPSB
Jan. 19, 2026	Posting of CAR	HRMPSB

10. Only application documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored thereafter.

11. 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.

12. 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.

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

14. Pursuant to RA 8972 or the “Electronic Commerce Act of 2000”, online submission of electronic copies of the documentary requirements to be submitted may be allowed, subject to the submission of the hard copies upon request for the purpose of verification.

15. Expenses relative to the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

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

17. Immediate and wide dissemination of this Memorandum is desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.24
17:16:41 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent



Encl.: Checklist, MOVs per criterion
Reference: DO 7, s. 2023 & DO 21, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
EMPLOYMENT
SELECTION

PART I : To ensure uniformity, arrange the following mandatory requirements in an expanded folder (**red for school administration position, yellow for second level positions** and **green for first level positions**), 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. HOMER N. MENDOZA, OIC-Schools Division Superintendent. Kindly indicate the position/s you are applying for with the corresponding office and item number/s;
(Note: An applicant who intends to apply for multiple vacant positions shall ensure the congruence of the positions indicated in the LOI and positions selected)
- C. 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.)
- D. Photocopy of valid and updated PRC license, if applicable;
- E. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- F. Photocopy of scholastic/academic record such as but not limited to TOR and diploma, including completion of graduate and post-graduate units/degrees, if applicable; **(Note: Tag all supporting documents and place them under PART II – Education Criterion)**
- G. Performance Rating; **(Note: Note: Tag all supporting documents and place them under PART II – Performance Criterion)**
- H. Photocopy of Certificate of Training, if applicable; **(Note: Tag all supporting documents and place them under PART II – Training Criterion)**
- I. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable; **(Note: Note: Tag all supporting documents and place them under PART II – Experience Criterion)**
- J. 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> <p>a. Transcript of Record (if graduated) b. Certificate of Completed Academic Requirements (if CAR) c. Certificate of Units Earned (if Unit's earner)</p> <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><i>For applicants from private institutions (External Applicants), he/she shall submit a recent performance appraisal/rating with numerical rating, issued by authorized officer/HR.</i></p> <p><i>Note: Applicants who failed to submit shall not be included in the official list of applicants.</i></p> <p><i>Fresh graduates applying for entry-level positions who do not have work experience yet or those with less than 1 year work experience, may submit and use any of the following documents as an alternative to the performance ratings:</i></p> <ul style="list-style-type: none"> a. Presidential Decree 907 Eligibility (Honor Graduate Eligibility) b. Career Service Examination Ratings c. Board/Bar Examination Ratings
<p>e. Outstanding Accomplishments <i>(acquired after the last promotion)</i></p>	<p>Outstanding Employee Award:</p> <ul style="list-style-type: none"> a. Any issuance, memorandum or documents showing the Criteria for the Search; and b. Certificate of Recognition/Merit <p>Research and Innovation:</p> <ul style="list-style-type: none"> 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>Subject Matter Expert /Membership in National TWGs or Committee:</p> <ul style="list-style-type: none"> 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>Resource Speakership/Learning in National TWGs or Committee:</p> <ul style="list-style-type: none"> a. Issuance/ Memorandum/Invitation/Training Matrix b. Certificate of Recognition/Merit/Commendation/Appreciation c. Slide deck/s used and/ or Session guide's <p>NEAP Accredited Learning Facilitator:</p>

	<p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</p>
<p>f. Application of Education <i>(acquired after the last promotion)</i></p>	<p><i>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.</i></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 h. 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>i. Potential</p>	<p>Written Test/Work Sample and BEI</p>

CHECKLIST OF REQUIREMENTS

Annex C-2

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) II11, 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 HRMPSEB 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.