



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

June 02, 2025

DIVISION MEMORANDUM
No. **287**, s. 2025

**RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR SCHOOL-BASED
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (Clerk
IV), ADMINISTRATIVE AIDE IV (Clerk III) POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby informs the field that the Recruitment, Selection, and Appointment (RSA) for **SCHOOL-BASED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE IV (Clerk III) POSITIONS** will now commence for all interested applicants.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **June 20, 2025, until 5:00 in the afternoon ONLY**, to wit:

POSITION	DOCUMENTS
ADMINISTRATIVE OFFICER II (Administrative Officer I), ADMINISTRATIVE ASSISTANT II (CLERK IV), ADMINISTRATIVE AIDE IV (Clerk III)	a. Letter of Intent addressed to the Head of Office, or the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photo Copy of Civil Service Career Professional Eligibility or any second-level eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) with GWA and Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	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 Rating for the last 3 rating periods covering one (1) year of performance before the assessment, 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 (Annex C), notarized by the authorized official;
	k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

	<p>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</p> <p>ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.</p>

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
ADMINISTRATIVE OFFICER II (Administrative Officer I)	Education	Bachelor's degree
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Professional (Second Level Eligibility)
ADMINISTRATIVE ASSISTANT II (Clerk IV)	Education	Completion of two (2) years of studies in college
	Experience	One (1) year of relevant experience
	Training	Four (4) hrs. of relevant training
	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE AIDE IV (Clerk III)	Education	Completion of two (2) years studies in college
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Subprofessional/1st level eligibility

4. The RESA process shall be based on the guidelines outlined in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph

6. Applicants shall be evaluated using the following criteria:

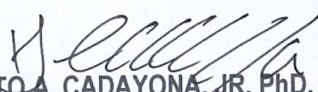
CRITERIA	Breakdown of Points	Breakdown of Points
NON-TEACHING POSITIONS (SG 10-22)	NON-TEACHING POSITIONS (SG 10-22)	NON-GENERAL SERVICES (SG 1-9)
a. Education	5	5
b. Training	10	5
c. Experience	15	20
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of Learning and Development	10	10

h. Potential (Written Exam, Work Sample Test, BEI)	20	20
TOTAL	100	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
A perusal of Documents by the HRMPSB	June 23-26, 2025
Orientation and Written Examination	July 02, 2025
Interview and Confirmation of Points	July 03-04, 2025

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. For information, guidance, and compliance of those concerned.

For: 
MARGARITO A. CADAYONA, JR. PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



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