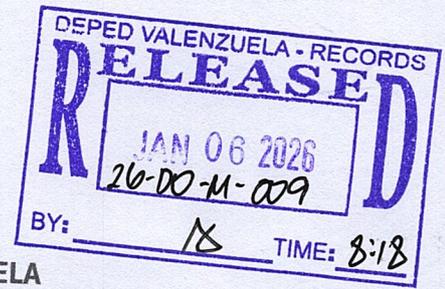




DepEd ICT Unit
 Web Posted by: dm
 Control no.: 26-00-M-009

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM
 No. 0002, s. 2026

OPENING OF ADMINISTRATIVE OFFICER II

To: OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Education Program Supervisors and Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office announces the acceptance of applications for the position of:

One (1) Administrative Officer II in Elementary School

ITEM NUMBER	SG	MONTHLY SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PLACE OF ASSIGNMENT
OSEC-DECSB-ADOF2-30449-2020	11	P30,024.00	Bachelor's degree relevant to the job	None	None	Career Service (Professional)/ Second Level Eligibility	Elementary School

2. The Schools Division Office of Valenzuela adheres to the **Equal Employment Opportunity Principle (EEOP)** in the implementation of the Agency's Merit Selection Plan. Thus, the Division allows anyone within or outside DepEd to apply for a position irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, or political beliefs.

3. All interested applicants are requested to submit the documentary requirements arranged as stated in **Annex A**, fastened in a long-expanded folder with proper tabbing, to the **Records Section, on or before January 19, 2026, until 5:00 PM**. Likewise, applicants should fill up the form at <http://tinyurl.com/sdoval-RTNTSA>

4. Only documents submitted on or before the deadline will be accepted. Thus, no additional or new documents will be considered during the evaluation/assessment and deliberation process except for those determined by the HRMPSB that are needed for verification and validation of the initially submitted documents.

5. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Annex A), duly signed by the applicant and notarized by authorized officials. Any false and fraudulent document submitted shall be grounds for disqualification.



Address: Pio Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@depd.gov.ph
 Official Website: <https://www.depedvalenzuela.com>



PRIME-HRM
 LEVEL II ACCREDITED



6. DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (Enclosure No. 5) shall be the basis of evaluation and assessment of applicants.

7. For a copy of Annex A, the complete list of requirements, and the specific duties and responsibilities for the position, you may access the link at <https://bit.ly/RPMS-SDO-Val>

8. Applicants shall be notified of the recruitment activities through email/SMS. However, applicants are encouraged to regularly visit/check the SDO Valenzuela website at <https://depedvalenzuela.com> for updates and important announcements.

9. For clarifications and relevant queries, please contact the Personnel Section at **(02)-8-2934507** or email us at **sdovalenzuela@deped.gov.ph**.

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

NOEL D. BAGANO
Schools Division Superintendent

Reference:

To be indicated in the **Perpetual Index**
Under the following subjects:

Recruitment Appointment Promotion

MCO/Hiring of Non-Teaching Personnel
_____/January 5, 2026