



DepEd ICT Unit  
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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. 0303, s. 2026

**HIRING OF NON-TEACHING PERSONNEL**

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 positions of:

- One (1) Registrar I**
- One (1) Administrative Assistant III (Senior Bookkeeper)**

| ITEM NUMBER  | SG | MONTHLY SALARY | EDUCATION   | EXPERIENCE                    | TRAINING                     | ELIGIBILITY  |
|--|----|----------------|---|-------------------------------|------------------------------|--|
| OSEC-DECSB-R1-30084-2016 (Registrar I)                                       | 11 | P31,705.00     | Bachelor's degree   | None required                 | None required                | Career Service (Professional) Second Level Eligibility   |
| OSEC-DECSB-ADAS3-30002-2017 (Administrative Assistant III-Senior Bookkeeper) | 9  | P24,329.00     | Completion of 2 yrs. of studies in college (prior to 2018), or Completion of Grade 12 / SHS (starting 2016) | 1 year of relevant experience | 4 hours of relevant training | Career Service (Subprofessional) First Level Eligibility |

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 April 24, 2026, until 5:00 PM**. Likewise, applicants should fill up the form at <https://tinyurl.com/sdovalenzuela-RT-NT-SH>

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.



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



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 official. Any false and fraudulent document submitted shall be grounds for disqualification.
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. Copy of Annex A and complete list of requirements for the above-mentioned positions, please check 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 check the SDO Valenzuela website at <https://depedvalenzuela.com> for updates and important announcements.
9. **This Office reiterates the Department's Zero Tolerance Policy against corruption especially pay for position schemes in appointment, promotion, and designation with the Department.**
10. For clarifications and relevant queries, please contact the Personnel Section at **(02)-8-2934507** or email us at **sdovalenzuela@deped.gov.ph**.
11. Expenses relative to this activity shall be charged to Division MOOE funds, subject to the usual accounting and auditing, rules and regulations.
12. 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

\_\_\_\_\_/April 1, 2026

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

|    | Basic Documentary Requirement   | Status of Submission<br>(To be filled by the applicant;<br>Check if submitted) | Verification<br><i>To be filled-out by the HRMO/HR Office/sub-committee</i> |         |
|----|---|--|---|---------|
|    |   |  | Status of Submission<br>(Check if complied)                                 | Remarks |
| a. | Letter of intent stating the specific position being applied for, addressed to the Schools Division Superintendent  |  |   |         |
| b. | Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable   |  |   |         |
| c. | Photocopy of valid and updated PRC License/ID, if applicable  |  |   |         |
| d. | Photocopy of Certificate of Eligibility/Report of Rating  |  |   |         |
| e. | Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees  |  |   |         |
| f. | Photocopy of Certificate/s of Training  |  |   |         |
| 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. | Performance Rating: For internal applicants, photocopy of duly signed Individual Performance Commitment and Review Form (IPCRF) covering one (1) year performance in the current or latest position prior to the deadline of submission. (All parts of the IPCRF must be included)<br><br>For external applicants, Certificate of Performance Rating or any equivalent documents providing employee's performance rating. The performance rating must be supported with the Performance Evaluation Tool |  |   |         |
| j. | Copy/screenshot/proof of accomplishing the response form at <a href="https://tinyurl.com/sdovalenzuela-RT-NT-SH">https://tinyurl.com/sdovalenzuela-RT-NT-SH</a>   |  |   |         |
| k. | 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 A), notarized by authorized official  |  |   |         |
| l. | Other documentary requirements for comparative assessment as contained in DepEd Order No. 7, s. 2023. Enclosure No. 5 (Non-Teaching) Please check the link at <a href="https://bit.ly/RPMS-SDO-Val">https://bit.ly/RPMS-SDO-Val</a>   |  |   |         |

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