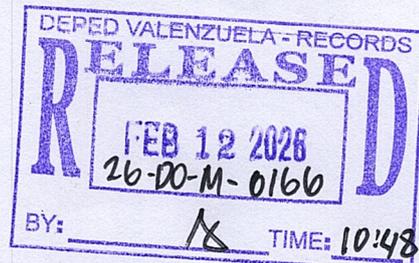




DepEd ICT Unit  
 Web Posted by: dn  
 Control no.: 26PUB/188

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. 0135, s. 2026

**OPENING OF SCHOOL PRINCIPAL AND ADMINISTRATIVE ASSISTANT ITEMS**

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/Officer-in-Charge  
 All Others Concerned

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

- One (1) Administrative Assistant II (Disbursing Officer II)**
- One (1) School Principal III**

ITEM NUMBER	SG	MONTHLY SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PLACE OF ASSIGNMENT
OSEC-DECSB-ADAS2-30235-2016	8	P22,423.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Secondary School
OSEC-DECSB-SP3-30192-2010	21	P73,303.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 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	RA 1080, as amended (Teacher)	Secondary 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.



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



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 February 23, 2026, until 5:00 PM.**
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 and other administrative liabilities.
6. DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (Enclosure No. 4 & 5) shall be the basis of evaluation and assessment of applicants.
7. Further, for the purpose of evaluating the submitted documents for Application of Education and Application of Learning and Development, particular attention is invited to Enclosure No. 3 of DepEd Memorandum DM-OUHROD-2025-0205 dated January 28, 2025, for reference and guidance.
8. 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>
9. 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.
10. For clarifications and relevant queries, please contact the Personnel Section at **(02)-8-2934507** or email us at **sdovalenzuela@deped.gov.ph**.
11. Immediate and wide dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

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

**Recruitment      Appointment      Promotion**

MCO/Opening of School Principal Items and Administrative Assistant II Items  
\_\_\_\_\_/January 29, 2026



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