



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

December 04, 2024

DIVISION MEMORANDUM  
 NO. 909, s. 2024

**SELECTION AND RECRUITMENT OF NON-TEACHING POSITIONS**

TO : SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the schedule of activities for the recruitment, selection and hiring of non-teaching positions, this Division, as follows:

POSITIONS	STATION	DATE	ONLINE ASSESSMENT / EXAMINATION	ONLINE INTERVIEW	ONLINE OPEN RANKING
Administrative Aide VI	San Vicente Pilot School for Philippine Craftsmen	December 06, 2024	8:00am – 9:00am	9:15am – 10:30am	10:30am – 11:00am
Administrative Aide IV	Floridablanca National Agricultural School				
Administrative Aide IV	Bodega National High School				
Administrative Aide III, Administrative Aide IV and Administrative Aide VI	Division Office				

2. The Qualification Standards of the said positions are indicated in the table below.

QUALIFICATION STANDARDS	
<b>A. ADMINISTRATIVE AIDE III (CLERK I) / SG 03</b>	
B. CSC Prescribed Qualifications ( CSC MC No. 12, s. 2019)	
Education	Completion of two years studies in college
Experience	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	None required
<b>A. ADMINISTRATIVE AIDE IV (CLERK II) / SG 04</b>	
B. CSC Prescribed Qualifications ( CSC MC No. 12, s. 2019)	
Education	Completion of two years studies in college
Experience	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	None required
<b>A. ADMINISTRATIVE AIDE VI (CLERK III) / SG 06</b>	
B. CSC Prescribed Qualifications ( CSC MC No. 12, s. 2019)	
Education	Completion of two years studies in college
Experience	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	None required

3. All qualified applicants shall receive an invitation to attend the Online Orientation, Examination, Interview and Open Ranking via e-mail.



**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** pampanga@deped.gov.ph  
**Website:** www.depedpampanga.ph





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF PAMPANGA  
**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Aide IV**  
**Salary Grade and Monthly Salary: SG IV**  
**Qualification Standards:**

**Education**                      **Completion of two years studies in college**

**Experience**

**Eligibility**                      **Career Service (Sub-Professional) First Level Eligibility**

**Trainings**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAIV-FNAS-001	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
2	ADAIV-FNAS-002	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
3	ADAIV-FNAS-003	BS MANAGEMENT ACCOUNTING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN  
Human Resource Management Officer





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF PAMPANGA

**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Aide IV**  
**Salary Grade and Monthly Salary: SG IV**  
**Qualification Standards:**

**Education**                      **Completion of two years studies in college**

**Experience**

**Eligibility**                      **Career Service (Sub-Professional) First Level Eligibility**

**Trainings**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks	Batch
4	ADAIV-BNHS-001	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	
5	ADAIV-BNHS-002	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED	
10	ADAIV-BNHS-003	BS MANAGEMENT ACCOUNTING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED	

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN  
\_\_\_\_\_  
Human Resource Management Officer



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF PAMPANGA

**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Aide IV**  
**Salary Grade and Monthly Salary: SG IV**  
**Qualification Standards:**

**Education**                      **Completion of two years studies in college**

**Experience**

**Eligibility**                      **Career Service (Sub-Professional) First Level Eligibility**

**Trainings**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAIV-PAMP-001	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
2	ADAIV-PAMP-002	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
3	ADAIV-PAMP-003	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
4	ADAIV-PAMP-004	BS CRIMINOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
5	ADAIV-PAMP-005	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
6	ADAIV-PAMP-006	BS COMPUTER ENGINEERING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
7	ADAIV-PAMP-007	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
8	ADAIV-PAMP-008	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN  
Human Resource Management Officer



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF PAMPANGA  
**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Aide VI**  
**Salary Grade and Monthly Salary: SG VI**  
**Qualification Standards:**

**Education**                      **Completion of two years studies in college**

**Experience**                      **None Required**

**Eligibility**                      **Career Service (Sub-Professional) First Level Eligibility**

**Trainings**                      **None Required**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAVI-SVPS-001	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
2	ADAVI-SVPS-002	BS SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN  
Human Resource Management Officer



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF PAMPANGA  
**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Aide VI**  
**Salary Grade and Monthly Salary: SG VI**  
**Qualification Standards:**

**Education**                      **Completion of two years studies in college**

**Experience**                      **None Required**

**Eligibility**                      **Career Service (Sub-Professional) First Level Eligibility**

**Trainings**                      **None Required**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAVI-PAMP-001	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
2	ADAVI-PAMP-002	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN  
Human Resource Management Officer





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF PAMPANGA

**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Aide III**

**Salary Grade and Monthly Salary: SG III**

**Qualification Standards:**

**Education**

**Completion of two years studies in college**

**Experience**

**Eligibility**

**Career Service (Sub-Professional) First Level Eligibility**

**Trainings**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAI-III-PAMP-001	BS BIOLOGY	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
2	ADAI-III-PAMP-002	BS COMMERCE	NONE REQUIRED	NONE REQUIRED	CSSP	QUALIFIED
3	ADAI-III-PAMP-003	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
4	ADAI-III-PAMP-004	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN

Human Resource Management Officer