August 11, 2025

DIVISION MEMORANDUM
NO. _466_ , s. 2025

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 III, Administrative Aide IV and Administrative Aide VI	OSDS, Division Office	August 14, 2025	7:30am – 9:00am	9:15am – 10:30am	10:30am – 11:00am
Nurse II	SGOD				
Administrative Asisstant I	Budget Office				
Administrative Officer I	FNAS				
Security Guard I	FNAS				
Registrar I	Becuran National High School / SHS in Apalit Stand Alone				

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

QUALIFICATION STANDARDS	
A. ADMINISTRATIVE AIDE III (CLERK I) / SG 03	
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
A. ADMINISTRATIVE AIDE IV (CLERK II) / SG 04	
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
A. ADMINISTRATIVE AIDE VI (CLERK III) / SG 06	
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

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

Nurse II / SG-16	
A. CSC Prescribed Qualifications	
Education	Bachelor of Science in Nursing
Experience	1-year relevant experience
Eligibility	RA 1080 (Nurse)
Trainings	4 hours of relevant training
Administrative Assistant I / SG-07	
B. CSC Prescribed Qualifications	
Education	Completion of two years studies in college
Experience	None required
Eligibility	Career Service (Subprofessional) First Level Eligibility
Trainings	None required
Security Guard I / SG-03	
C. CSC Prescribed Qualifications	
Education	High School Graduate
Experience	None required
Eligibility	Security Guard License (MC 10, s. 2013 CAT IV)
Trainings	None Required
Administrative Officer I / SG-10	
D. CSC Prescribed Qualifications	
Education	Bachelor's Degree Relevant to the job
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	None required
Registrar I / SG-11	
E. CSC Prescribed Qualifications	
Education	Bachelor's degree
Experience	None required
Eligibility	Career Service (Professional) Second 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.

4. In order to attend the Online Examination, Interview and Open Ranking, applicants are required to have the following: desktop/laptop computer or smart phone, headset with microphone, and internet connection.

5. Applicants who will be using smart phones are required to download the MS Teams application.

6. Attached is the selection line-up of applicants for the said positions.

7. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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

INITIAL EVALUATION RESULT (IER)

Position: Administrative Aide III
Salary Grade and Monthly Salary: SG 4
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	PAMP-ADAIII-001	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
2	PAMP-ADAIII-002	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
3	PAMP-ADAIII-003	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
4	PAMP-ADAIII-004	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
5	PAMP-ADAIII-005	BSIT	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
6	PAMP-ADAIII-006	BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
7	PAMP-ADAIII-007	BEED	NONE REQUIRED	NONE REQUIRED	NO MOV ATTACHED	DISQUALIFIED
8	PAMP-ADAIII-008	BSBA BUSINESS MANAGEMENT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
9	PAMP-ADAIII-009	BSBA	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
10	PAMP-ADAIII-010	BEED	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
11	PAMP-ADAIII-011	BS SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	Barangay Official Eligibility	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN

Human Resource Management Officer

Position: Administrative Aide IV
Salary Grade and Monthly Salary: SG 4
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	PAMP-ADAIV-001	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
2	PAMP-ADAIV-002	BS AIS	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
3	PAMP-ADAIV-003	BEED	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
4	PAMP-ADAIV-004	BS CRIMINOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
5	PAMP-ADAIV-005	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
6	PAMP-ADAIV-006	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

Prepared and certified correct by:

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

Position: Administrative Aide VI
Salary Grade and Monthly Salary: SG 4
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	PAMP-ADAVI-001	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
2	PAMP-ADAVI-002	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
3	PAMP-ADAVI-003	BS IN EXERCISE & SPORTS SCIENCE	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
4	PAMP-ADAVI-004	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
5	PAMP-ADAVI-005	BSIT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
6	PAMP-ADAVI-006	BS CRIMINOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
7	PAMP-ADAVI-007	BSBA MARKETING MANAGEMENT	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
8	PAMP-ADAVI-008	BS ACCOUNTANCY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
9	PAMP-ADAVI-009	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
10	PAMP-ADAVI-010	BS MANAGEMENT ACCOUNTING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
11	PAMP-ADAVI-011	BSED	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: Nurse II

Salary Grade and Monthly Salary: SG 16
Qualification Standards:

Education	**Bachelor of Science in Nursing**
Experience	**1 year Relevant Experience**
Eligibility	**RA 1080 (Nurse)**
Trainings	**4 hours of relevant training**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	PAMP-NURSEII-001	BS NURSING	4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1018 (NURSE)	DISQUALIFIED
2	PAMP-NURSEII-002	BS NURSING	4 HOURS RELEVANT TRAINING	LESS THAN 1 YEAR EXPERIENCE ON CERTIFICATE OF EMPLOYMENT	RA 1018 (NURSE)	DISQUALIFIED
3	PAMP-NURSEII-003	BS NURSING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA 1018 (NURSE)	QUALIFIED
4	PAMP-NURSEII-004	BS NURSING	NO RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1018 (NURSE)	DISQUALIFIED
5	PAMP-NURSEII-005	BS NURSING	4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1018 (NURSE)	DISQUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
6	PAMP-NURSEII-006	BS NURSING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA 1018 (NURSE)	QUALIFIED
7	PAMP-NURSEII-007	BS NURSING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA 1018 (NURSE)	QUALIFIED
8	PAMP-NURSEII-008	BS NURSING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA 1018 (NURSE)	QUALIFIED
9	PAMP-NURSEII-009	BS NURSING	4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE. NO MOV ATTACHED	RA 1018 (NURSE)	DISQUALIFIED
10	PAMP-NURSEII-010	BS NURSING	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA 1018 (NURSE)	DISQUALIFIED
11	PAMP-NURSEII-011	BS NURSING	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA 1018 (NURSE)	DISQUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN

Human Resource Management Officer

Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant I
Salary Grade and Monthly Salary: SG 07
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	PAMP-ADASI-001	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
2	PAMP-ADASI-002	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
3	PAMP-ADASI-003	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
4	PAMP-ADASI-004	BS ACCOUNTANCY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
5	PAMP-ADASI-005	BSBA MARKETING MANAGEMENT	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
6	PAMP-ADASI-006	BSBA MARKETING MANAGEMENT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
7	PAMP-ADASI-007	BSBA MARKETING MANAGEMENT	NONE REQUIRED	NONE REQUIRED	CSSP	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
8	PAMP-ADASI-008	BS ACCOUNTANCY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
9	PAMP-ADASI-009	BSED	NONE REQUIRED	NONE REQUIRED	LET&CSSP	QUALIFIED
10	PAMP-ADASI-010	BSED	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 Officer I

Salary Grade and Monthly Salary: SG 10
Qualification Standards:

Education	**Bachelor's Degree**
Experience	**None Required**
Eligibility	**Career Service (Professional) Second Level Eligibility**
Trainings	**None Required**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	FNAS-AOI-001	BSED	NONE REQUIRED	NONE REQUIRED	RA 1018 (LET)	QUALIFIED
2	FNAS-AOI-002	BS ARCHITECTURE	NONE REQUIRED	NONE REQUIRED	RA 1018 (ARCHITECTURE)	QUALIFIED
3	FNAS-AOI-003	BACHELOR OF PHYSICAL EDUCATION	NONE REQUIRED	NONE REQUIRED	NO MOV	DISQUALIFED
4	FNAS-AOI-004	MAED (SUPERVISION AND ADMINISTRATION)	NONE REQUIRED	NONE REQUIRED	RA 1018 & PD 907	QUALIFIED
5	FNAS-AOI-005	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
6	FNAS-AOI-006	BSED	NONE REQUIRED	NONE REQUIRED	RA 1018 (LET)	QUALIFIED
7	FNAS-AOI-007	MAED (9 UNITS)	NONE REQUIRED	NONE REQUIRED	LET & PD 907	QUALIFIED
8	FNAS-AOI-008	BEED	NONE REQUIRED	NONE REQUIRED	RA 1018 (LET)	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
9	FNAS-AOI-009	BS COMPUTER SCIENCE	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
10	FNAS-AOI-010	MAED (9 UNITS)	NONE REQUIRED	NONE REQUIRED	RA 1018 (LET)	QUALIFIED
11	FNAS-AOI-011	BACHELOR OF PHYSICAL EDUCATION	NONE REQUIRED	NONE REQUIRED	RA 1018 (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: Security Guard I

Salary Grade and Monthly Salary: SG 03

Qualification Standards:

Education	**High School Graduate**
Experience	**None Required**
Eligibility	**Security Guard License (MC 10, s. 2013 CAT IV)**
Trainings	**None Required**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	FNAS-SECGUARD-001	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD	QUALIFIED
2	FNAS-SECGUARD-002	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD	QUALIFIED
3	FNAS-SECGUARD-003	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD	QUALIFIED
4	FNAS-SECGUARD-004	NO DIPLOMA	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD	DISQUALIFIED

Prepared and certified correct by:

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

INITIAL EVALUATION RESULT (IER)

Position: Registrar I
Salary Grade and Monthly Salary: SG 11
Qualification Standards:

Education	**BACHELOR'S DEGREE**
Experience	**NONE REQUIRED**
Eligibility	**CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY**
Trainings	**NONE REQUIRED**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	PAMP-REG1-BHS-001	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
2	PAMP-REG1-BHS-002	BS ACCOUNTANCY	NONE REQUIRED	LESS THAN 1 YEAR AS ADMINISTRATIVE OFFICER II	CSP	DISQUALIFIED
3	PAMP-REG1-BHS-003	BS PSYCHOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
4	PAMP-REG1-BHS-004	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
5	PAMP-REG1-BHS-005	BS IN AGRICULTURAL ENGINEERING	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
6	PAMP-REG1-BHS-006	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
7	PAMP-REG1-BHS-007	BS IT	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
8	PAMP-REG1-BHS-008	BS HRM	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
9	PAMP-REG1-BHS-009	BS INDUSTRIAL ENGINEERING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
10	PAMP-REG1-BHS-010	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
11	PAMP-REG1-BHS-011	BACHELOR OF ARTS IN MASS COMMUNICATION	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
12	PAMP-REG1-BHS-012	BS PSYCHOLOGY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED

Prepared and certified correct by:

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

Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

INITIAL EVALUATION RESULT (IER)

Position: Registrar I
Salary Grade and Monthly Salary:SG 11
Qualification Standards:

Education	**BACHELOR'S DEGREE**
Experience	**NONE REQUIRED**
Eligibility	**CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY**
Trainings	**NONE REQUIRED**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	PAMP-REG1-SHSASAI-001	BS IT	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
2	PAMP-REG1-SHSASAI-002	BS BUSINESS AD	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
3	PAMP-REG1-SHSASAI-003	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
4	PAMP-REG1-SHSASAI-004	BS CRIMINOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
5	PAMP-REG1-SHSASAI-005	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
6	PAMP-REG1-SHSASAI-006	BS AIS	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
7	PAMP-REG1-SHSASAI-007	BS PSYCHOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080	QUALIFIED
8	PAMP-REG1-SHSASAI-008	BTTE-DRAFTING	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
9	PAMP-REG1-SHSASAI-009	BACHELOR OF TVL EDUC	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
10	PAMP-REG1-SHSASAI-010	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
11	PAMP-REG1-SHSASAI-011	BSBA MAJOR IN MARKETING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
12	PAMP-REG1-SHSASAI-012	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
13	PAMP-REG1-SHSASAI-013	BS ACCOUNTING TECHNOLOGY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
14	PAMP-REG1-SHSASAI-014	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
15	PAMP-REG1-SHSASAI-015	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
16	PAMP-REG1-SHSASAI-016	BSED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
17	PAMP-REG1-SHSASAI-017	BD BUSINESS ADMINISTRATION	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
18	PAMP-REG1-SHSASAI-018	BS AIS	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
19	PAMP-REG1-SHSASAI-019	BACHELOR OF TVL EDUC	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED
20	PAMP-REG1-SHSASAI-020	BS ELECTRONICS ENGINERRING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN

Human Resource Management Officer