



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

April 14, 2026

DIVISION MEMORANDUM
 NO. 241, s. 2026

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	Floridablanca National Agricultural School	April 21, 2026	8:00am – 9:00am	9:15am – 10:30am	10:30am – 11:00am
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	
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

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.



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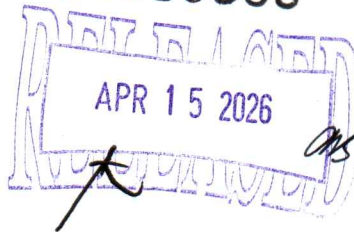
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6. Attached is the selection line-up of applicants for the said positions.
7. Immediate dissemination of this Memorandum is desired.


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

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Republic of the Philippines
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INITIAL EVALUATION RESULT (IER)

Position: Administrative Aide III

Salary Grade and Monthly Salary: SG 3

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-ADAI-001	BSED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
2	PAMP-ADAI-002	BS MEDICAL LABORATORY SCIENCE	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
3	PAMP-ADAI-003	BS ACCTG INFORMATION SYSTEM	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
4	PAMP-ADAI-004	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
5	PAMP-ADAI-005	BEED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED

Prepared and certified correct by:

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



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INITIAL EVALUATION RESULT (IER)

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	BACHELOR OF PHYSICLA EDUCATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
2	PAMP-ADAIV-002	BS MEDICAL LABORATORY SCIENCE	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
3	PAMP-ADAIV-003	BSED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
4	PAMP-ADAIV-004	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
5	PAMP-ADAIV-005	BSED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET) & CSSUBPROF	QUALIFIED
6	PAMP-ADAIV-006	BEED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
7	PAMP-ADAIV-007	BSED	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: Administrative Aide VI

Salary Grade and Monthly Salary: SG 6

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 ACCTG INFORMATION SYSTEM	NONE REQUIRED	NONE REQUIRED	CS SUBPROF	QUALIFIED
2	PAMP-ADAVI-002	BS BIOLOGY	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
3	PAMP-ADAVI-003	BACHELOR OF TLE MAJOR IN HOME ECONOMICS MAED (27 UNITS)	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
4	PAMP-ADAVI-004	BS ELECTRONICS ENGINEERING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
5	PAMP-ADAVI-005	BS MEDICAL LABORATORY SCIENCE	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
6	PAMP-ADAVI-006	BEED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
7	PAMP-ADAVI-007	BACHELOR IN HUMAN SERVICES	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
8	PAMP-ADAVI-008	BS CRIMINOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080 (CRIMINOLO GIST)	QUALIFIED
9	PAMP-ADAVI-009	BS ENTREPRENEURSHIP	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED
10	PAMP-ADAVI-010	BEED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
11	PAMP-ADAVI-011	BS MANAGEMENT ACCOUNTING	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
12	PAMP-ADAVI-012	BS BIOLOGY	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
13	PAMP-ADAVI-013	BSBA	NONE REQUIRED	NONE REQUIRED	CSP	QUALIFIED
14	PAMP-ADAVI-014	BSED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET) & CS SUBPROF	QUALIFIED
15	PAMP-ADAVI-015	BEED	NONE REQUIRED	NONE REQUIRED	RA 1080 (LET)	QUALIFIED
16	PAMP-ADAVI-016	BSED	NONE REQUIRED	NONE REQUIRED	PD 907	QUALIFIED

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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	FNAS-ADAVI-001	BS CRIMINOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080 (CRIMINOLOGIST)	QUALIFIED
2	FNAS-ADAVI-002	BS AGRICULTURAL ENGINEERING	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL	QUALIFIED
3	FNAS-ADAVI-003	BS PSYCHOLOGY	NONE REQUIRED	NONE REQUIRED	RA 1080 (PSYCHOMETRICIAN)	QUALIFIED
4	FNAS-ADAVI-004	BEED	NONE REQUIRED	NONE REQUIRED	LET	QUALIFIED

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