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

October 12, 2026

DIVISION MEMORANDUM
NO. 606, s. 2026

VACANCY ANNOUNCEMENT: ADMINISTRATIVE AIDE POSITIONS

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

1. This is to announce the recruitment, selection and hiring of Administrative Aide positions to be stationed in the Administrative Services Division, this Division, to mention:

POSITION	NO. OF ITEMS	DEADLINE OF SUBMISSION	PRE-ASSESSMENT	ONLINE OPEN RANKING
Administrative Aide VI	2	October 22, 2026	October 23, 2026 (HRMPSB ONLY)	TBA
Administrative Aide IV	2			
Administrative Aide III	2			

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

QUALIFICATION STANDARDS	
A. ADMINISTRATIVE AIDE III / 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 interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

DepED DEPARTMENT OF EDUCATION
BAGONG PILIPINAS
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6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (non-teaching positions). The application should include the following documents to be fastened at the left side of a plain **GREEN** folder and arranged as listed in the transmittal.

a) Letter of intent addressed to the Schools Division Superintendent indicating the preferred station
b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and 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, if applicable
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, if available
f) Photocopy of Certificate/s of Training, if applicable
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) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
j) 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
k) Other documents as may be required for comparative assessment, such as but not limited to:
   k.a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
   k.b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled

7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.

LEONARDO C. CANLAS

LEONARDO C. CANLAS EdD,CESO VI
Schools Division Superintendent

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