



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF BILIRAN

June 16, 2026

**DIVISION MEMORANDUM**

No. 235 s. 2026

**ANNOUNCEMENT OF THE VACANT POSITIONS IN THIS OFFICE  
 AND INVITATION TO APPLY**

TO: OIC-Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Division Office Personnel  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the conduct of Evaluation and Screening for **Non-Teaching Positions** of the following vacant positions:

<b>No. of Vacancy</b>	<b>Position Title</b>	<b>Salary Grade</b>	<b>Assignment</b>
One (1)	Administrative Officer IV	15 (Php42,178.00)	OSDS
Two (2)	Administrative Officer II	11 (Php31,705.00)	OSDS, Elementary
One (1)	Legal Assistant I	10 (Php26,917.00)	OSDS
One (1)	Accountant I	12 (Php33,947.00)	NSF
One (1)	Administrative Officer I (Cashier)	10 (Php26,917.00)	CNVS
Two (2)	Administrative Assistant II	8 (Php22,423.00)	Elementary, JHS
One (1)	Administrative Aide VI (DEMO I)	6 (Php19,716.00)	JHS
One (1)	Administrative Aide IV (Clerk II)	4 (Php17,506.00)	JHS

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion and person with disability are encouraged to apply and may submit their Letter of Intent and Personal Data Sheet (CS Form No. 212, Revised 2025) supported with the documents indicated in the enclosure **with proper tabbing per criterion** not later than **June 30, 2026**.



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DIVISION OF BILIRAN  
 LARRAZABAL, NAVAL, BILIRAN  
**RELEASED**  
 12:44  
 DATE: 16 JUN 2026



**SCHOOLS DIVISION OF BILIRAN**

3. Applicants are advised to fill in their personal information through this link: [app.rspbiliran.com](http://app.rspbiliran.com) for the initial assessment. In addition to, application documents may be submitted through the Division Office Records Section or through email at: [records.biliran@deped.gov.ph](mailto:records.biliran@deped.gov.ph) cc [biliran@deped.gov.ph](mailto:biliran@deped.gov.ph) or via courier addressed to:

**ROBERTO N. MANGALIMAN PhD, CESO VI**  
Schools Division Superintendent

4. Failure to submit the Letter of Intent with the supporting documents and in filling up the electronic application link stated above on or before the deadline would mean waiver of the right to be included in the evaluation/ranking for the said positions. **No additional document will be honored after the set deadline.**

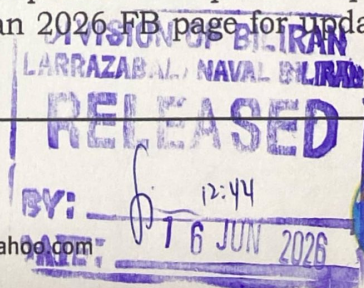
5. The evaluative assessment shall employ the **E-THOR** (Enhanced, Transparent, Honest and Open Ranking) to be conducted on the schedule below:

<b>DATE AND VENUE</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>
<b>On or before June 30, 2026 until 5:00 PM</b>	Deadline of Submission  Division Office Records Section or via email: <a href="mailto:records.biliran@deped.gov.ph">records.biliran@deped.gov.ph</a> cc <a href="mailto:biliran@deped.gov.ph">biliran@deped.gov.ph</a>	Interested Applicants
<b>July 1 - 3, 2026</b> DO Conference Room	Review and Pre-Evaluation of Documents	Administrative Officer IV-HRMO II
<b>July 6, 2026</b> DO Conference Room	HRMPSB Pre-Deliberation of Initial Evaluation Results (IER)	HRMPSB
<b>July 8 - July 15, 2026</b> DO Conference Room	Evaluative Assessment (Examination/Skills Test, Behavioral Event Interview, Evaluation of Documents, Confirmation of Points)	HRMPSB Qualified Applicants
<b>July 17, 2026</b> DO Personnel Section	Posting of Comparative Assessment Results (CAR)	Administrative Officer IV-HRMO II

6. Qualified Applicants shall be notified through a letter, email, text or call on the schedule of written examination, Behavioral Event Interview, evaluation of documents and confirmation of points. The qualified applicants are advised to visit the hrmpsbs SDO-Biliran 2026 FB page for updates and announcements.



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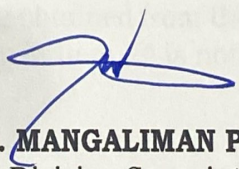
**SCHOOLS DIVISION OF BILIRAN**

7. The point system of the said evaluative assessment shall be based on DepEd Order No. 007 s. 2023 entitled: *“Guidelines on Recruitment, Selection and Appointment in the Department of Education”*, particularly on **Non-Teaching Positions**.

CRITERIA	EQUIVALENT POINTS		
	SG 1-9 (General Services)	SG 1-9 (Non-General Services)	SG 10-22
Education	5	5	5
Training	5	5	10
Experience	20	20	15
Performance	10	20	20
Outstanding Accomplishments	5	10	10
Application of Education	-	10	10
Application of Learning and Development	-	10	10
Potential (Written exam, BEI)	55	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>

8. Attached are the basic / preferred qualification standards, criteria and supporting documents for reference.

9. Wide dissemination of and strict compliance with this Memorandum are desired.



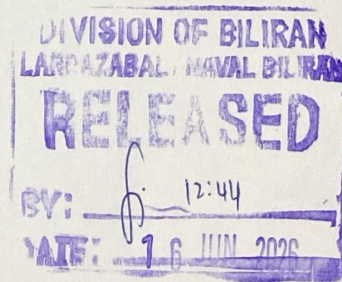
**ROBERTO N. MANGALIMAN PhD, CESO VI**  
Schools Division Superintendent

Reference:

DepEd Order No. 007 s. 2023

Enclosures:

Qualification Standards for the Position  
Criteria and Supporting Documents



Enclosure to Division Memorandum No. \_\_\_\_ s. 2026

**BASIC DOCUMENTARY REQUIREMENTS**

1. Letter of intent addressed to the Head of Office or highest human resource officer designated by the Head of Office;
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
3. Photocopy of Certificate of Eligibility/Rating/License/ID, if applicable;
4. 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;
5. Photocopy of Certificate/s of Training, if applicable;
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
7. Photocopy of latest appointment, if applicable;
8. Photocopy of Performance Rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the deadline of submission;
9. 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.
10. Other documents as may be required for comparative assessment, including but not limited to:
  - 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; and
  - b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (8) is not relevant to the position to be filled.



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**QUALIFICATION STANDARDS FOR THE POSITION**

<b>POSITION TITLE</b>	<b>EDUCATION</b>	<b>TRAINING</b>	<b>EXPERIENCE</b>	<b>ELIGIBILITY</b>
Administrative Officer IV (SG 15, Php 42,178.00)	Bachelor's degree relevant to the job  <i>Preferred qualification: Preferably has a background in public administration, business management/administration or law</i>	4 hours of relevant training  <i>Preferred qualification: 4 hours relevant training on procurement covering key provisions of RA No. 9184 and RA 12009, its Implementing Rules and Regulations or should have at least completed the immediate course of the DepEd Procurement Professionalism Program</i>	1 year of relevant experience  <i>Preferred qualification: At least 2 years experience in the conduct of procurement functions</i>	Career Service (Professional) Second Level Eligibility
Administrative Officer II (SG 11, Php 31,705.00)	Bachelor's degree relevant to the job  <i>Preferred qualification: Preferably has a background in public administration, business management/administration or law</i>	None Required  <i>Preferred qualification: 4 hours relevant training on procurement</i>	None Required  <i>Preferred qualification: 1 year relevant experience in procurement</i>	Career Service (Professional) Second Level Eligibility



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<b>POSITION TITLE</b>	<b>EDUCATION</b>	<b>TRAINING</b>	<b>EXPERIENCE</b>	<b>ELIGIBILITY</b>
Legal Assistant I (SG 10, Php 26,917.00)	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service (Professional) Second Level Eligibility
Accountant I (SG 12, Php 33,947.00)	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080
Administrative Officer I (Cashier I) (SG 10, Php 26,917.00)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (Administrative Assistant)	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical Vocational Livelihood Track or completion of Grade 10 Junior high school graduate with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility
Administrative Aide VI (Data Entry Machine Operator I) (SG 6, Php 19,716.00)	Completion of 2 years studies in college (prior 2018), or completion of	None Required	None Required	Career Service (Sub- Professional)



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<b>POSITION TITLE</b>	<b>EDUCATION</b>	<b>TRAINING</b>	<b>EXPERIENCE</b>	<b>ELIGIBILITY</b>
	Grade 12/Senior High School (starting 2018)			First Level Eligibility
Administrative Aide IV (Clerk II) (SG 4, Php 17,506.00)	Completion of 2 years studies	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility

**CRITERIA AND SUPPORTING DOCUMENTS**  
(per DO 007 s. 2023 and DO 21 s. 2024)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
A. Education	Transcript of Records
B. Training	Certificate of Training
C. Experience	Service Records or Certification of Employment
D. Performance	Individual Performance Commitment Rating/ Performance Appraisal Form
E. Outstanding Accomplishments	Awards/Recognition, Research and Innovation, Subject Matter Expert, Resource Speakership
F. Application for Education	GWA
G. Application for L&D	Certificate of Training or Certification on any applicable L&D intervention, Action Plan/Re-Entry Action Plan, Accomplishment Report
H. Potential (Written Test, BEI, Work Sample Test)	

