



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

February 05, 2026

DIVISION MEMORANDUM

No. 161 s. 2026

ADVISORY NO. 2 TO DIVISION MEMORANDUM NO. 1224, s. 2025
Re: ACCEPTANCE OF APPLICATIONS FOR NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 1224, s. 2025, titled "Acceptance of Applications for Non-Teaching Positions," the schedule of activities has been revised as follows:

Position: **Administrative Assistant II - Senior High School**

Place of Assignment: **Gigmoto RDHS, LIV Sr. NHS, Tambongon NHS, Cobo IS, Caramoran RDHS, SanJose NHS, Panganiban NHS**


Schedule	Activities	Venue	Person/s Committee Responsible	Participants
February 4, 2026 (8:00AM-10:AM)	Written Exam and Work Sample Test	SDO - Terrace	HRMPSB and Secretariat	Administrative Assistant II (Senior High School) Qualified Applicants
FEBRUARY 6, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		Administrative Assistant II (Senior High School) Qualified Applicants

2. The schedule for qualified applicants for other remaining positions under the DM No. 1224 s. 2025 will be issued in a separate memorandum.

3. Other provisions stated in the Division Memorandum No. 1224, s. 2025 shall remain in effect.

4. For information, immediate and wide dissemination, guidance and compliance.

By Authority of the OIC – SDS


EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



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