



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 14, 2026

DIVISION MEMORANDUM

No. 477 s. 2026

ADVISORY NO. 1 TO DIVISION MEMORANDUM NO. 325, s. 2026
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. 325, s. 2026, titled "Acceptance of Applications for Non-Teaching Positions," the schedule of activities has been revised as follows:

Position: **Administrative Aide VI**

Place of Assignment: SDO, Administrative Office

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 16, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Aide VI Qualified Applicants
April 16, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Aide VI Qualified Applicants

Position: **Administrative Assistant II (Disbursing Officer)**

Place of Assignment: Agban ES and Dororian ES, Gigmoto RDHS, Supang Datag NHS

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 16, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Assistant II (Disbursing Officer) Qualified Applicants
April 16, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Assistant II (Disbursing Officer) Qualified Applicants

Position: **Administrative Assistant II**

Place of Assignment: Gigmoto RDHS

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 16, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Assistant II Qualified Applicants
April 16, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Assistant II Qualified Applicants



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Position: **Senior Bookkeeper**

Place of Assignment: SDO, Accounting Section

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 16, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Senior Bookkeeper Qualified Applicants
April 16, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Senior Bookkeeper Qualified Applicants

2. Other provisions stated in the Division Memorandum No. 325, s. 2026 shall remain in effect.
3. For information, immediate and wide dissemination, guidance and compliance.

By Authority of the OIC, Office of the Schools Division Superintendent:

DELFIN A. BONDAD
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent