

DepEd-Division of Catanduanes
 RECORDS SECTION
RELEASED
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Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

January 26, 2026

DIVISION MEMORANDUM
 No. 114 s. 2026

ADVISORY NO. 1 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 Officer II**
 Place of Assignment: **Elementary, OSDS, and Senior High School**

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
January 28, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Officer II Qualified Applicants (NEW APPLICANTS)
January 29, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		Administrative Officer II Qualified Applicants (Applicants with intent to UPDATE or RETAIN POINTS)
January 29, 2026 (8:00AM-10:00)	Written Exam and Work Sample Test	SDO - Hall A		All Administrative Officer II Qualified Applicants

Position: **Senior Bookkeeper**
 Place of Assignment: (1) **Calatagan HS** (2) **Lictin IS and Cabcab NHS**
 (3) **SDO - Accounting Section**

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
January 28, 2026 (8:00AM-10:00AM)	Written Exam and Work Sample Test	SDO Hall A	HRMPSB and Secretariat	Senior Bookkeeper Qualified Applicants
January 30, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		Senior Bookkeeper Qualified Applicants






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Position: **Administrative Aide VI**

Place of Assignment: (1) **Pandan SAT** (2) **SDO – Administrative Office**

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
January 28, 2026 (10:00AM-12:00NN)	Written Exam and Work Sample Test	SDO Hall A	HRMPSB and Secretariat	ALL Administrative Aide VI Qualified Applicants
January 30, 2026 (8:00AM-5:00PM)	Comparative Assessment	SDO - Terrace		

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.


MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



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