



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 14, 2026

DIVISION MEMORANDUM

No. 472 s. 2026

ADVISORY NO. 1 TO DIVISION MEMORANDUM NO. 411, 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. 411, s. 2026, titled "Acceptance of Applications for Non-Teaching Positions," the schedule of activities has been revised as follows:

Position: **Administrative Officer II**

Place of Assignment: San Central ES

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Officer II Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Officer II Qualified Applicants

Position: **Administrative Assistant III**

Place of Assignment: OSDS – Personnel Section

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Assistant III Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Assistant III Qualified Applicants

Position: **Senior Bookkeeper**

Place of Assignment: Elementary – Accounting Section

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Senior Bookkeeper Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Senior Bookkeeper Qualified Applicants



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Position: Administrative Assistant III (Senior Bookkeeper)

Place of Assignment: Mabato Central ES

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Assistant III (Senior Bookkeeper) Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Assistant III (Senior Bookkeeper) Qualified Applicants

Position: Administrative Assistant II

Place of Assignment: Senior High School – Bagamanoc RDHS

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Assistant II Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Assistant II Qualified Applicants

Position: Administrative Aide VI

Place of Assignment: Pandan School of Arts and Trades.

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Administrative Aide VI Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Administrative Aide VI Qualified Applicants

Position: Security Guard I

Place of Assignment: Gigmoto Rural Development HS.

Schedule	Activities	Venue	Person/s Committee Responsible	Participants
April 15, 2026 (8:00AM-3:00PM)	Comparative Assessment	SDO - Terrace	HRMPSB and Secretariat	Security Guard I Qualified Applicants
April 15, 2026 (3:00PM-5:00PM)	Written Exam and Work Sample Test	SDO - Terrace		Security Guard I Qualified Applicants



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2. Other provisions stated in the Division Memorandum No. 411, 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



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