



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

May 16, 2024

**DIVISION MEMORANDUM**  
No. **359** s. 2024

**CONDUCT OF OPEN DOORS (Optimizing Personnel Enhancement Networks through The Division's Open Ranking System) FOR NON-TEACHING POSITIONS and RELATED-TEACHING FOR THE CALENDAR YEAR 2024-2025**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors/Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Applicants

1. In our continued pursuit towards excellence in Human Resource Management, this office hereby announces to the field the submission of application documents for the following Non-Teaching and Related-Teaching Positions for the School Year 2024-2025 employing the **OPEN DOORS (Optimizing Personnel Enhancement Networks through the Division's Open Ranking System)** mechanism.
2. This office hereby announces the call for applications for non-teaching and related-teaching positions to wit:

Non-Teaching Positions	No. of Vacant Positions	Related-Teaching Positions	No. of Vacant Positions
Administrative Officer IV-HRMO	1	Guidance Counselor I	3
Administrative Assistant III	4	Guidance Counselor II	10
Administrative Assistant II	1	Guidance Counselor III	2
Administrative Aide VI	1		
Administrative Aide III	1		

3. In view thereof, all interested and qualified applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation are encouraged to submit the **basic requirements** listed below to the Division HR, addressed to **SHERLITA A. PALMA, EdD, CESO VI**, OIC-Schools Division Superintendent, properly tabbed/labeled received at the Records Section, on or before **May 30, 2024 (Thursday) until 5:00 pm:**
  - a. Letter of Intent addressed to the Schools Division Superintendent;
  - b. Fully accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Certified true copy of valid and updated PRC ID/License (if applicable);
  - d. Certified true copy of eligibility/board rating (if applicable);
  - e. Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post graduate units/degrees;
  - f. Certified true copies of certificates of trainings **relevant to the position applied for**, if applicable;
  - g. Certified true copies of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is applicable;
  - h. Certified true copy of the latest CSC approved appointment/last promotion (mandatory requirement) if applicable;
  - i. Photocopy of the Performance Ratings in the last rating period one-year



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performance prior to the deadline of submission, if applicable;

- j. Checklist of Requirements with Omnibus Sworn Statement on the Certification on the Authenticity and Veracity(CAV) of the documents submitted and Data Privacy Consent Form/Waiver pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form, **notarized** by an authorized official( see enclosure D).
4. **Other supporting documents** related to awards, research, innovation, outstanding accomplishments, duly-approved Application of Education and L&D must **be brought during the evaluative assessment on the given date** reflected in the algorithm.
  5. To be guided on the conduct of these undertakings, the following enclosures are provided:  
 Enclosure A – OPEN DOORS Algorithm for Non-Teaching and Related Teaching Positions  
 Enclosure B – Qualification Standards of the Vacant Positions  
 Enclosure C – Criteria and Point System for Non-Teaching and Related-Teaching Positions  
 Enclosure D – Checklist of Requirements (Annex C)
  6. Applicants will be assessed using DO No. 19, s. 2022 (DepEd New Merit Selection Plan) and **DO No. 7, s. 2023 re: Guidelines in Recruitment, Selection and Appointment in the Department of Education** particularly on the Non-Teaching and Related-Teaching Categories respectively. All concerned are advised to download the above-cited memos at [www.deped.gov.ph](http://www.deped.gov.ph)
  7. Applicants who failed to submit mandatory documents as herein mentioned on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. **No additional documents shall be accepted after the said deadline, as indicated in this memorandum.**
  8. All expenses incurred for meals and other incidental expenses of the Division Selection Sub-Committees (DSSC) will be charged against their local/MOOE funds while the Division Selection Committee (DSC) will be charged against OSDS funds subject to the usual auditing and accounting rules and regulations.
  9. Immediate and wide dissemination of this memorandum are desired.

*Sherlita*

**SHERLITA A. PALMA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer in Charge-Schools Division Superintendent

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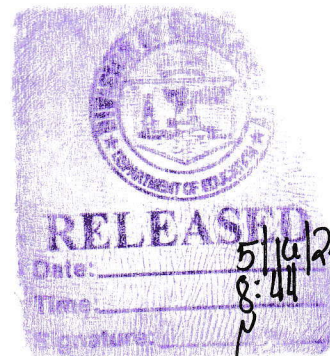
Enclosure: as stated

Reference: DepEd Order No. 19, s. 2022, DepEd Order No. 7, s. 2023; 2017 ORAOHRA

To be indicated in the Perpetual Index under the following subjects:

**OPEN DOORS          ANNOUNCEMENT          HIRING          SUBMISSION**

OSDS/PS/NMB/051624





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Enclosure A of Division Memorandum No. \_\_\_\_ s. 2024

**OPEN DOORS**  
**ALGORITHM FOR NON-TEACHING AND RELATED TEACHING POSITIONS**  
**SCHOOL YEAR 2024-2025**

<b>Step(s)</b>	<b>Activity</b>	<b>Date</b>	<b>Person Responsible</b>
1	Submission of application documents specifying the position being applied and documents based on the Qualification Standards (QS) appropriate for the said position	May 16-30, 2024	Personnel unit
2	Initial Assessment of application documents viz-a-viz Qualifications Standards	May 31- June 3, 2024	HRMO II or (its designate) Personnel unit
3	Orientation of all OPEN DOORS Evaluators and Assessors	June 6, 2024 (Thursday)	HRMPSB DSC Personnel unit
4	Notification of Qualified Applicants	June 7, 2024 (Friday)	Personnel unit
5	Face-to-Face Evaluative Assessment of documents ( pursuant to the new MSP policy guidelines DO No.7, s.2023)  Behavioral Event Interview (BEI) and Written Examination  Confirmation of Points	June 11, 2024 (Tuesday)	HRMPSB Division Screening Committees Personnel unit Secretariat
6	On-site Performance Validation/Background Investigation to qualified most ranking candidates for the position	June 13, 2024 (Thursday)	HRMPSB DSC DSSC Personnel Unit
7	Deliberation	June 14, 2024 (Friday)	HRMPSB, Personnel unit, Secretariat
8	Release of the Final CAR-P for School Year 2024-2025	June 18, 2024 (Tuesday)	HRMPSB Personnel unit Secretariat



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Enclosure B of Division Memorandum No. 359 s. 2024

**QUALIFICATION STANDARDS**

<b>POSITION</b>	<b>EDUCATION</b>	<b>TRAINING</b>	<b>EXPERIENCE</b>	<b>ELIGIBILITY</b>
Administrative Officer IV-HRMO	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)
Administrative Assistant III	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional (First Level Eligibility)
Administrative Assistant II	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional (First Level Eligibility)
Administrative Aide VI	Completion of 2 years studies in college or high school graduate with relevant vocational or trade course reports	None Required	None Required	Career Service Professional (First Level Eligibility)
Administrative Aide III	Completion of 2 years studies in college or high school graduate with relevant vocational or trade course reports	None Required	None Required	Career Service Professional (First Level Eligibility)
Guidance Counselor I, II & III	Master's degree in Guidance and Counseling	None Required	Non Required	RA 1080 ( Guidance Counselor)



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Enclosure C of Division Memorandum No. \_\_\_\_ s. 2024

**CRITERIA AND POINT SYSTEM**

**Table 1. Point System for Evaluative Assessment: Non-Teaching Positions**

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Table 1. Point System for Evaluative Assessment: Related-Teaching Positions**

Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 and SG-27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested: \_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath