



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

June 5, 2024

**DIVISION MEMORANDUM**  
 No. 398 s. 2024

**CONDUCT OF OPEN DOORS (Optimizing Personnel Enhancement Networks Through The Division's Objective Open Ranking System) NON-TEACHING POSITIONS 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 newly created non-teaching position for the School Year 2024-2025 employing the **OPEN DOORS (Optimizing Personnel Enhancement Networks through the Division's Objective Open Ranking System)** mechanism.
2. This office hereby announces the call for applications for non-teaching position and the CSC Qualification Standards to wit:

Non-Teaching Positions	No. of Vacant Positions	CSC Qualification Standards			
		Education	Experience	Training	Eligibility
Administrative Officer II	4	Bachelor's degree relevant to the Job	None Required	None Required	Career Service Professional (First Level Eligibility)

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 **June 14, 2024 (Friday) 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 performance prior to the deadline of submission, if applicable;







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- 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 Positions  
 Enclosure B Job Description of the Vacant Positions  
 Enclosure C – Criteria and Point System for Non-Teaching Positions
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. 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 *ds*

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/060524

