



Republic of the Philippines  
Department of Education  
Region V – Bicol

**SCHOOLS DIVISION OFFICE OF LIGAO CITY**



Office of the Schools Division Superintendent

82526461

August 25, 2026

**ANNOUNCEMENT OF COMPARATIVE ASSESSMENT OF ADMINISTRATIVE  
AIDE VI POSITION**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
All Elementary/Secondary School Heads  
All Unit/Section Heads  
All Others Concerned

1. This Office informs the field of the assessment for the Administrative Aide VI Position. Below is the CSC Qualification Standard for the abovementioned vacant position.

| Position                          | No of Vacancy | Salary             | District / School Assignment | Qualification Standards (Minimum Requirements)                                                                                                                                                                                                                                         |
|-----------------------------------|---------------|--------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Aide VI (ADA VI) * | 1             | SG 6<br>(P 19,716) | 1 SDO<br>OSDS                | <b>Education :</b> Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)<br><b>Experience :</b> None Required<br><b>Training :</b> None Required<br>Career Service (Sub Professional) First Level Eligibility |

\*anticipated vacancy

2. The Schedule of Activities for assessment is as follows:

| Activity                                                                                                               | Position to be Assessed | Date and Time                  |
|------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------|
| Pre-registration of Interested Applicants (through submitting the Documentary Requirements in PDF Forms and hard copy) |                         | August 25 to September 4, 2026 |
| Initial Evaluation of applicant's documents                                                                            |                         | September 7, 2026              |
| Notification of Qualified Applicants                                                                                   |                         | September 8, 2026              |
| Assessment of Documents, Behavioural Events Interview, Skill Test and Written Examination                              | ADA VI                  | September 9 to 10, 2026        |



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3. Qualified and interested applicants are requested to pre-register by completing the Google form at this link <https://bit.ly/SDOLIGAOCITYPREREGISTRATIONOFAPLICANTS> and submitting one (1) photocopy (hard copy) of the Documentary Requirements / Pertinent Documents at the Personnel Section on or before September 4, 2026.

4. All notified qualified applicants who meet the above qualification standards are advised to bring the original documents on the scheduled date of assessment at the SDO Ligao City, ASDS Office. The documents must be prepared in the following sequence:

**Documentary Requirements:**

- a. Letter of Intent addressed to the Head of Office containing the following information:
    - a.1. Statement of purpose/ expression of interest; and
    - a.2. Learning area/subject group they intend to teach, if applicable
  - b. Duly Accomplished Personal Data Sheet (CSC Form 212, revised 2025) with attached Work Experience Sheet;
  - c. Photocopy of Voter's ID and/or any proof of residency;
  - d. Photocopy of valid and updated PRC License/ID, if applicable;
  - e. Photocopy of Certificate of Eligibility / Rating, if applicable;
  - f. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with Certificate of General Weighted Average and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, 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 (for those applying for promotion);
  - i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
  - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
  - k. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current /latest position prior to the deadline of submission, if applicable;
  - l. 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex A*) sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
  - m. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. For **Non-Teaching Position – Means of Verification (MOV's – Annex B)** showing Outstanding Accomplishments.
5. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) shall not warrant exclusion from the pool of official applicants.



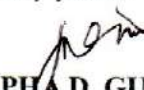
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6. No additional documents shall be accepted after the deadline.
7. This office shall adopt an open ranking system guided by DepEd Order 20, s. 2024 (Teaching Positions), DepEd Order No. 7, s. 2023 (Non-Teaching and Teaching Related Position), DepEd Order No. 19, s. 2022, CSC MC No. 14, s. 2018 and other related issuances.
8. Qualified applicants will be notified through the contact number and email address provided in their Personal Data Sheet.
9. This office adheres to the principle of equal opportunity for all in the recruitment, selection, and appointment of personnel in the first and second level positions in all units, sections and schools covering all officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity.
11. Expenses related to the conduct of the above activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. Immediate and widest dissemination of this memorandum is desired.

Very truly yours,

  
**NYMPHA D. GUEMO**  
Schools Division Superintendent



## 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<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) |         |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------|
|                               |                                                                                                                                                                                                |                                                                                    | Status of Submission<br>(Check if complied)                            | 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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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**MEANS OF VERIFICATION (MOV)**  
**(FOR NON-TEACHING and RELATED TEACHING POSITIONS)**

1. **OUTSTANDING ACCOMPLISHMENTS** – refers to meritorious contributions of an applicants, such as ideas, inventions or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and / or savings in government spending.

- a. **Awards and Recognition** – refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

- a.1. *Citation or Commendation* – shall apply only to applicants for **General Services positions**.

**MOV:** Letter of Citation or Commendation from previous employer

- a.2. *Academic or Inter-School Awards* – shall apply only to applicants with no or less than one (1) year work experience (e.g. fresh graduates)

**MOV :** A. Academic or inter-school award; or

B. Ten Outstanding Students of the Philippines (TOSP) Award; or

C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

- a.3. *Outstanding Employee Award* – shall apply to applicants with previous work experience, or those applying to positions with experience requirement

**MOV :** A. Any issuance, memorandum or document showing the Criteria for the search; and

B. Certificate of Recognition/Merit

- b. **Research and Innovation**

**MOV :**

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- B. Accomplishment Report Verified by the Head of Office
- C. Certification of Utilization of the innovation or research, within the school/office duly signed by the Head of Office.
- D. Certification of adoption of the innovation or research by another school / office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research



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- c. **Subject Matter Expert / Membership in National TWGs or Committees** – shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning materials. Subject matter expertise or membership in NTWG's or Committees must, however, be relevant to the position being applied for.

**MOV :**

- A. Issuance or Memorandum showing the membership in NTWG or Committee;
  - B. Certificate of Participation or Attendance; and
  - C. Output / Adoption by the Organization/DepED.
- d. **Resource Speakership / Learning Facilitation** – shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s.

**MOV:**

- A. Issuance / Memorandum / Invitation / Training Matrix; and
  - B. Certificate of Recognition / Merit / Commendation / Appreciation; and
  - C. Slide deck/s used and / or Session Guide/s
- e. **NEAP Accredited Learning Facilitator** – shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP)

**MOV :**

- A. Certificate Recognition as Learning Facilitator issued by NEAP Regional Office
- B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

| KRA                             | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUPPLIES AND MATERIALS</b>   | <ul style="list-style-type: none"> <li>• Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.</li> <li>• Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources.</li> <li>• Prepare supplies and materials for issuance by the Supply Officer to requesting units.</li> <li>• Consolidate records on received and issued supplies and materials and prepare report on monthly balances</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>PROPERTIES AND EQUIPMENT</b> | <ul style="list-style-type: none"> <li>• Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts.</li> <li>• Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization.</li> <li>• Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference.</li> <li>• Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal.</li> <li>• Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.</li> </ul> |
| <b>DOCUMENTS AND RECORDS</b>    | <ul style="list-style-type: none"> <li>• Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference</li> <li>• Recommends turning over to the Records Officer, critical documents for archiving and safekeeping</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |