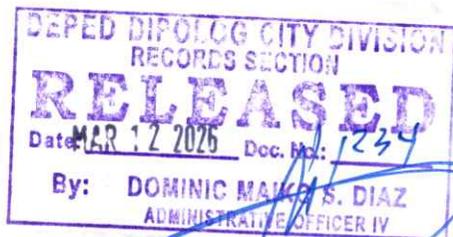




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
 No. 234, s. 2026

March 12, 2026

CALL FOR APPLICATIONS FOR VARIOUS NONTEACHING, RELATED-TEACHING AND SCHOOL ADMINISTRATION POSITIONS

**TO: All School Division Office Personnel
 All Concerned Personnel
 This Division**

This office hereby commences the call for applications for the following positions with the schedule set hereunder namely;

Classification/ Level	Positions	Item Number/s	Assignment
Related-Teaching	Education Program Supervisor (Preferably Science) Guidance Counselor II	EPSVR-570016-2010	DO-CID
		GUIDC2-570019-2016	DCNHS
	GUIDC2-570020-2016	SICAYAB NHS	
	GUIDC2-570021-2016	PUNTA NHS	
	GUIDC2-570022-2016	AQUMATSHS	
	GUIDC2-570100-2007	TBA	
Non-teaching	Medical Officer III Admin Assistant III (Finance-related)	GUIDC1-570005-2008	TBA
		MDOF3-570003-2017	SDO
		ADAS3-570016-2018	SDO
School Administration	School Principal III	SP3-570025-2023	TBA
	School Principal II	SP2-571046-2010	TBA

Furthermore, this ranking is **open to all applicants regardless of gender, civil status, sexual orientation, disability, religion, ethnicity, or political affiliation, provided they meet the minimum requirement.**

Aspiring applicants must first **Register Online** using their **Google Mail (GMAIL)** at the link below:

<https://bit.ly/40rOqIW>

Address your application letter to the Schools Division Superintendent, **MA. LIZA R. TABILON, CESO V** and submit the pertinent documents to Personnel Officer LOVE L. RICAFORT thru the Records Section not later than **March 20, 2026 until 5:00 in the afternoon. Download the Checklist of Requirements** and affirm for the authenticity and veracity of the documents submitted.





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To facilitate efficient processing, please ensure that all documents are **sequenced and tabbed**. Additional documents are welcome **only within the deadline** to be included in the review.

For guidance as to the criterion and computation of points, all interested applicants are enjoined to peruse the following references:

Positions	References
NONTEACHING, RELATED-TEACHING and SCHOOL ADMINISTRATION POSITIONS	DepEd Order No. 007, s. 2023

Below is the minimum qualification standard required for the said positions. Please be guided accordingly.

QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency
EDUCATION PROGRAM SUPERVISOR (SG 22)	Master's degree in education or other relevant degree Master's degree with specific area of specialization	8 hours Training in Management and Supervision	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)	Curriculum and Learning Management, Monitoring Evaluation and Pasearch Evaluation, and Resear Technical Assistance and Capacity Building, Policy Implementation and Compliance
GUIDANCE COUNSELOR II and GUIDANCE COUNSELOR I	Master's degree in Guidance Counseling	None Required	None Required	RA1080 (RGC)	Counseling and Case management; career guidance and development
MEDICAL OFFICER III (SG 21)	Doctor of Medicine	4 hrs of relevant training	At least 1 yr of relevant experience in the practice of medicine	RA1080	Medical knowledge; Partnership and Stakeholder engagement;
ADMIN ASSISTANT III	Completion of 2 years in college (prior to 2018) or Completion of grade 12/senior high school (starting 2016)	4 hours relevant training	1 year relevant experience (finance-related)	Career Service (Sub-professional) First Level Eligibility	Financial recordkeeping, Financial Reporting and Documentation, Digital Literacy
School Principal III (SG 21)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least	40 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, School Management and Operations, Instructional	5 years teaching experience and 3 years' experience in school management and operations	RA 1080, as amended (Teacher)	Instructional Leadership, School-Based Management (SBM) & Governance, Monitoring, Evaluation, and Technical Assistance



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	15 units in Management	Leadership acquired within the last 5 years			
School Principal II (SG 20)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, School Management and Operations, Instructional Leadership acquired	5 years teaching experience and 2 years' experience in school management and operations	RA 1080, as amended (Teacher)	Instructional Leadership, School-Based Management (SBM) & Governance, Monitoring, Evaluation, and Technical Assistance

Schedule of ranking and interview will be announced in a separate memorandum.

For information and widest dissemination of this Memorandum is desired.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent