



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

26 January 2026

DIVISION MEMORANDUM
No. **38**, s. 2026

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 34,
S.2026 RE: CALL FOR SUBMISSION OF APPLICATION FOR THE ASSESSMENT
OF VARIOUS POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum No. 34, s.2026 *Re: Call for the Submission of Application for the Assessment of Various Positions*, this office would like to inform the field of the following corrections to wit:

a. Key Functional Competencies/ Key Result Area of Legal Assistant I

As per Division Memorandum No. 34, s.2026		Corrections/Amendment
LEGAL ASSISTANT I SG - 10 Vice: NEW (SDO)	Functional Competencies/ Key Result Area: <ul style="list-style-type: none">• Procurement Planning• Procurement Process Management• Procurement Contracts Management• Procurement Monitoring and Evaluation• Administrative and Records Management• Secondary duties	Functional Competencies/ Key Result Area: <ul style="list-style-type: none">• Investigation• In-House General Legal Services• Records and Database Management• Administrative Support

- b. Item of Mr. ASTOR M. EMBONG is Administrative Officer I (Supply Officer I and not Administrative Assistant III (Senior Bookkeeper). Anent this, the item of Mr. Embong will be open for submission of application with the following Qualification Standards.

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER) SG - 10 Vice: ASTOR M. EMBONG (Nansiakan NHS)	EDUCATION: Bachelor's degree relevant to the job TRAINING: None Required EXPERIENCE: None Required ELIGIBILITY: CSC (Professional) Second Level Eligibility	DepEd Order 007, s. 2023 (Non-Teaching Positions - SG 10 - 22 and 27)
COMPETENCIES		
Functional Competencies/ Key Result Area: <ul style="list-style-type: none"> • Policies, Standards, Guidelines, Systems • Procurement and Acquisition • Delivery Inspection and Acceptance • Custodianship • Disposal 	Core Behavioral Competencies <ul style="list-style-type: none"> • Self-Management • Professionalism and Ethics • Results Focus • Teamwork • Service Orientation • Innovations 	Core Skills <ul style="list-style-type: none"> • Oral Communication • Written Communication • Computer ICT Skills

2. In addition to the items indicated in the aforementioned Division Memorandum. This office would like to add the following positions for the call for submission of application:

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) SG - 8 Vice: MARIA NASLANGAN (Eastern Kayapa)	EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	<i>DepEd Order 007, s. 2023 (Non-Teaching Positions - SG 1 - 9 Non-General Services)</i>

ARIEL WAKIT (Ganao NHS)	EXPERIENCE: One (1) year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility	
COMPETENCIES		
Functional Competencies/ Key Result Area: <ul style="list-style-type: none"> Accounting Services Budgeting Services 	Core Behavioral Competencies <ul style="list-style-type: none"> Self-Management Professionalism and Ethics Results Focus Teamwork Service Orientation Innovations 	Core Skills <ul style="list-style-type: none"> Oral Communication Written Communication Computer ICT Skills

3. Relative to the following corrections and additional positions for assessment, this office is extending the deadline of submission of application from February 3, 2026 to February 9, 2026.

4. For information, guidance and wide dissemination.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

01-2026-57

