



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

December 11, 2025

DIVISION MEMORANDUM
No. 702 , s. 2025

SUBMISSION OF APPLICATION FOR PROJECT DEVELOPMENT OFFICER II (DRRM)

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

- Pursuant to **DepEd Order No. 19, s. 2022** titled “*The Department of Education Merit Selection Plan*”, **DepEd Order No. 007, s. 2023** titled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*”, **DepEd Order No. 021, s. 2024** titled “*Amendments to DepEd Order No. 007, s. 2023*”, **this Office announces the submission of application for Project Development Officer II (DRRM) position under the School Governance and Operations Division.**

Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards				Place Of Assignment
				Education	Training	Experience	Eligibility	
Project Development Officer II	OSEC-DECSB-PDO2-420109-2014	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	School Governance and Operations Division

- Esponsing the principles of merit, fitness, and equal opportunity, all interested applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation are advised to submit their application documents to the Division Office c/o Personnel Unit not later than December 22, 2025 (Monday), until 5:00 p.m. only.** Applicants who failed to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.**
- Applicants must submit **one (1) white folder per position/school applied for** containing the application letter with complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. The following are the documents to be submitted:
 - Letter of intent addressed to the Schools Division Superintendent;**
 - Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet;**
 - Photocopy of CSC Certificate of Eligibility or valid PRC License/ID, if applicable**
 - Photocopy of PBET/LET/LEPT Rating, if applicable;**
 - 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;**
 - Photocopy of Certificate/s of Training, if applicable;**
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;**
 - Photocopy of latest appointment, if applicable;**
 - 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; and**
 - 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**



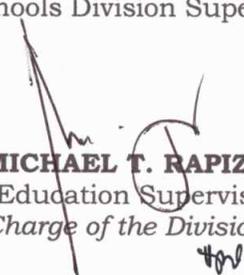


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pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official.

- k. **Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:**
- i. **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; and**
 - ii. **Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.**
4. For additional information, interested applicants may refer to the following Enclosure to DepEd Order No. 007, s. 2023:
- a) **Enclosure no. 5 Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**
5. Applicants who opt to submit their application via online may send the electronic copies of documents at application.depedaklan@gmail.com **subject to the submission of hard copies in white folder for purposes of verification after three (3) working days upon set deadline.**
6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. An **application code** shall be issued to the applicant upon submission of hard copy to ensure objectivity and integrity of the process and to protect the identity of applicants when posting the result.
8. Expenses of the HRMPSB relative to the evaluation of documents and preparation of Comparative Assessment Result (CAR), shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:


MICHAEL T. RAPIZ
Chief Education Supervisor
In-Charge of the Division

Reference: As stated

Encl.: As stated

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

EMPLOYEES

HIRING

POLICY

RECRUITMENT

RFD/mtb



Poblacion, Numancia, Aklan

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