



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

October 22, 2025

DIVISION MEMORANDUM

No. 0285, s. 2025

**LIST OF QUALIFIED APPLICANTS FOR
THE VACANT NON-TEACHING POSITIONS**

To: Office of the Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
All Others Concerned

1. In reference to Division Memorandum No. 0200, s. 2025, this Office releases the list of qualified applicants for the vacant Non-Teaching Positions – Administrative Support Staff (DRRM), Administrative Aide VI (Clerk III), Administrative Assistant II (Disbursing Officer II), Administrative Assistant III (Senior Bookkeeper), Legal Assistant I, Administrative Officer II (Administrative Officer I), Administrative Officer II- Procurement, and Administrative Officer IV – Procurement. The shortlisted applicants shall undergo deliberations and open ranking system by the Division Human Resource Merit Promotion and Selection Board (HRMPSB) on **October 28, 2025**, at **SDO – Davao del Norte, Mankilam, Tagum City, 9:30 AM – 5:00 PM**.
2. The list of qualified applicants, along with their unique application codes (Annex D), can be accessed through this link: <https://tinyurl.com/AnnexD-NTP-October2025>.
3. All applicants for the aforementioned vacant position have undergone an initial evaluation to determine their eligibility based on the prescribed Qualification Standards.
4. Qualified applicants who have concerns regarding the scheduled deliberation, particularly those belonging to specialized groups such as Persons with Disabilities (PWDs), are advised to inform this Office in advance via email at **depeddavnor.hrmo@deped.gov.ph**. This will allow us to provide the necessary support and reasonable accommodations to ensure an inclusive and equitable process.

5. This Office upholds the principles of equal employment opportunity and career advancement within the Department of Education, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
6. For guidance and wide dissemination


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



PER/nbi

FN: List of Qualified Applicants for the Vacant
Non-Teaching Positions



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte