



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

08 Jan 2025

DIVISION MEMORANDUM

OSDS-2025-004

NOTICE OF VACANCIES

To: Assistant Schools Division Superintendent
Division HRMP SB and Sub-Committee Members
All Interested Applicants

1. This is to announce the following vacant school administration and non-teaching positions in the Department of Education – Schools Division of Sarangani:

Position	Vacant Items
School Principal II (Elementary)	1
School Principal II (Secondary)	1
School Principal I (Elementary)	12
Head Teacher II (Elementary)	2
Head Teacher I (Elementary)	4
Head Teacher I (Secondary)	4
Assistant School Principal II (Senior High School)	1
Accountant III	1
Administrative Officer II (Human Resource Management Officer I)	2

2. This Office highly encourages all interested and qualified individuals, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation & gender identities (SOGI) to apply.

3. Applicants must register through this link: bit.ly/DepEdSarApplicantsOnlineRegistration. The Personnel Unit will not accept unregistered applications. The application documents must be submitted in one hard green folder, arranged according to the order listed in the Checklist of Requirements, with tabs. They may hand in or send their application documents via courier to the following address:

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent
DepEd – Schools Division of Sarangani
Capitol Compound, Maribulan, Alabel, Sarangani Province

4. Candidates who previously applied for the Administrative Officer, Head Teacher, and School Principal positions and wish to reapply for the same position, must submit a new application letter, a Personal Data Sheet, a Checklist of Requirements, and updated supporting documents. If candidates prefer to retain



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their scores from the previous interview and written examination, they must specify this in their application letter.

5. By signing the Omnibus Sworn Statement, applicants take full responsibility for the authenticity and accuracy of submitted documents. The template for the Omnibus Sworn Statement can be accessed at bit.ly/Personneldownloadables. Any falsified documents submitted will result in the disqualification of the applicants.

6. The deadline for submission of application documents is on January 20, 2025. Late submissions will no longer be accepted by the Personnel Unit.

7. Refer to DepEd Order (DO) No. 19, s. 2022 titled **The Department of Education Merit Selection Plan** and DO 7, s. 2023 titled **Guidelines on the Recruitment, Selection, and Placement in the Department of Education** for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.

8. The following documents are enclosed for reference:

- a. Target timeline of the recruitment and selection process;
- b. Checklist of Requirements; and
- c. Qualification standards of the vacant positions;

9. For inquiries, contact Mr. Roel Balbareno at 09464061747.

10. For the information and guidance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

HIRING
RECRUITMENT

RDB/OSDS-PU/MLA – notice of vacancies
0039/08 January 2025

TIMELINE OF RECRUITMENT AND SELECTION ACTIVITIES

Schedule	Activities
January 7-20, 2025	Submission of application documents to the Schools Division Office
January 13, 2025	Furnishing hiring guidelines to the applicants via email
January 21, 2025	Initial evaluation of documents as to the qualification of applicants
January 22, 2025	Publication of Initial Evaluation Result (IER)
TBA	Interview and assessment of applicants, HRMPSB Deliberation, Open Ranking
TBA	Release of Comparative Assessment Result
TBA	Issuance of the memorandum on the successful candidates

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 <small>(To be filled-out by the applicant; Check if submitted)</small>	Verification <small>(To be filled-out by the HRMO/ HR Office/ sub-committee)</small>	
			Status of Submission <small>(Check if complied)</small>	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:			
	Certificate of General Weighted Average (GWA) or any document indicating GWA			
	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.

(Enclosure to DM-OSDS-2025-004)

Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
School Principal II (Elementary)	SP2-840087-2010	SG20	62,967.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		DEPED SARANGANI
School Principal II (Secondary)	SP2-840113-2020	SG20	62,967.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		LUN PADIDU NHS
School Principal I (Elementary School)	SP1-840616-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840618-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840619-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professionals education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840623-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I	SP1-840625	SG19	56,390.00	Bachelor's degree in	40 hours of	Head Teacher	RA 1080 (Teacher)		DEPED SARANGANI

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				Education	Training	Experience	Eligibility	Competency (if applicable)	
(Elementary School)	-2010			Elementary Education; or Bachelor's degree with 18 professional education units	relevant training	for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years			
School Principal I (Elementary School)	SP1-840626-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840627-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840553-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840594-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840601-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years;	RA 1080 (Teacher)		DEPED SARANGANI

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Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
						or Teacher for 5 years			
School Principal I (Elementary School)	SP1-840586-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
School Principal I (Elementary School)	SP1-840624-2010	SG19	56,390.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		DEPED SARANGANI
Head Teacher II Elementary)	HTEAC H2-840160-2003	SG15	40,208.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	RA 1080 (Teacher)		DEPED SARANGANI
Head Teacher II Elementary)	HTEAC H2-840169-2003	SG15	40,208.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	RA 1080 (Teacher)		DEPED SARANGANI
Head Teacher I (Elementary)	HTEAC H1-840044-2009	SG14	37,024.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		DEPED SARANGANI
Head Teacher I (Elementary)	HTEAC H1-840123-2011	SG14	37,024.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		DEPED SARANGANI
Head Teacher I (Elementary)	HTEAC H1-840126-2016	SG14	37,024.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		DEPED SARANGANI
Head Teacher I (Elementary)	HTEAC H1-840145	SG14	37,024.00	Bachelor's degree in Elementary	24 hours of relevant	Teacher-In-Charge for 1 year;	RA 1080 (Teacher)		DEPED SARANGANI

(Enclosure to DM-OSDS-2025-004)

Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
	-2016			Education; or Bachelor's degree with 18 professional education units	training	or Teacher for 3 years			
Head Teacher I (Secondary)	HTEAC H1- 840151 -2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate fields of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		PAG-ASA IS
Head Teacher I (Secondary)	HTEAC H1- 840166 -2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate fields of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		KYUMAD IS
Head Teacher I (Secondary)	HTEAC H1- 840149 -2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate fields of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		LEOPOLDO P. DACERA IS
Head Teacher I (Secondary)	HTEAC H1- 840174 -2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate fields of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		BLAAN IS
Assistant School Principal II (Senior High School)	ASP2- 840018 -2016	SG19	56,390.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	8 hours of relevant training	2 years of relevant experience	RA 1080 (Teacher)		DEPED SARANGANI
Accountant III	A3- 840136 -2014	SG19	56,390.00	Bachelor's degree in Accountancy/ Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		DEPED SARANGANI
Administrative Officer II (Human Resource Management Officer I)	ADOF2 - 840500 -2022	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		DEPED SARANGANI
Administrative	ADOF2	SG11		Bachelor's	None	None	Career Service		DEPED

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				Education	Training	Experience	Eligibility	Competency (if applicable)	
Officer II (Human Resource Management Officer I)	- 840533 -2022		30,024.00	degree relevant to the job	required	required	(Professional) Second Level Eligibility		SARANGANI