



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

21 Mar 2025

DIVISION MEMORANDUM
OSDS-2025-039

NOTICE OF VACANCIES

To: Division HRMPSB and Sub-Committee Members
All Interested Applicants

1. This is to announce that this Office is now accepting applications for the following vacant school administration and non-teaching positions:

Position	Vacant Items
Administrative Assistant II (Disbursing Officer II)	3
Administrative Assistant III (Senior Bookkeeper)	3
Accountant I	1
School Principal II (Elementary)	2

2. In line with the Equal Employment Opportunity Principle (EEOP), this Division encourages all interested and qualified applicants regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability to apply.

3. Applicants are required to register online at **bit.ly/DepEdSarApplicantsOnlineRegistration**. The Personnel Unit will not accept applications from those who did not register online.

4. Interested applicants shall hand in their application requirements or send through a carrier addressed to:

ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Office
Officer-in-Charge
Office of the Schools Division Superintendent
DepEd Sarangani Division Office
Alabel, Sarangani Province



5. Applicants must submit their pertinent papers in one (1) hard green folder duly fastened with tabbing and arrange documents according to the order mentioned in the Checklist of Requirements.

6. The applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents they will submit. This will be evidenced by the Omnibus Sworn Statement (OSS) that will be duly signed by the applicants and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted will be grounds for disqualification. The editable file of the OSS can be accessed at **bit.ly/Personneldownloadables**.



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7. Previous applicants for the Administrative Assistant II, Administrative Assistant III, and School Principal II positions shall have the option to retain their scores. Should the applicants want to update their documents, they must submit a letter of application with Personal Data Sheet, Checklist of Requirements, and UPDATED documents only. If they opt to retain all of their scores, only a letter of intent, Personal data sheet, and checklist of requirements shall be submitted.
8. The deadline for submission of application documents at the Personnel Unit shall be on **April 4, 2025**. Late applications will no longer be accepted.
9. Please be guided by 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 Appointment of the Department of Education** as the basis for the evaluation of application documents and computation of points for the comparative assessment.
10. References and documentary requirements are specified in the following enclosures:
 - a. Target timeline of the recruitment and selection process;
 - b. Checklist of Requirements; and
 - c. Qualification standards of the vacant positions;
11. For inquiries, contact Mr. Roel D. Balbareno at 0946-406-1747.
12. For the information, guidance, and appropriate action of all concerned.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the 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
0296/March 21, 2025

Timeline on Recruitment and Selection Activities

Schedule	Activities
March 19- April 4, 2025	Submission of Application to Division Office
March 24, 2025	Online orientation on the Recruitment, Selection and Appointment guidelines (9:00 am-11:00 am). Link will be sent to the email address registered online.
April 2, 2025	Conduct of initial evaluation of documents as to qualification of applicants
April 3, 2025	Posting of Initial Evaluation Result (IER)
TBA	Conduct of Interview and assessment of Applicants, HRMPSB Deliberation, Open Ranking System
TBA	Release of Comparative Assessment Result
TBA	Issuance of memorandum on the successful candidate/s

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 (To be filled-out by the applicant, Check if submitted)	Verification (To be filled-out by the HRMO/ HR Office/ sub-committee)	
			Status of Submission (Check if complied)	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.



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Publication of Vacant Positions

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Disbursing Officer II)	ADAS2-840006-2007	SG-8	21,448.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Glan School of Arts and Trades
2	Administrative Assistant II (Disbursing Officer II)	ADAS2-840077-2016	SG-8	21,448.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
3	Administrative Assistant II (Disbursing Officer II)	ADAS2-840082-2017	SG-8	21,448.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

4	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840077-2017	SG-9	23,226.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
5	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840057-2017	SG-9	23,226.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
6	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840062-2017	SG-9	23,226.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
7	Accountant I	A1-840670-2003	SG-12	32,245.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Glan School of Arts and Trades
8	School Principal II (Elementary)	SP2-840083-2010	SG-20	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
9	School Principal II (Elementary)	SP2-840084-2010	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