



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

27 May 2025

DIVISION MEMORANDUM

OSDS-2025-067

NOTICE OF VACANCIES FOR NON-TEACHING POSITIONS

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

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

Position	Vacant Items
Administrative Officer II (Human Resource Management Officer I)	29
Administrative Assistant II	1
Administrative Aide VI	1

2. In line with the principle of 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 by filling up personal data in this link bit.ly/DepEdSarApplicantsOnlineRegistration. The Personnel Unit will not accept application without online registration.
4. Interested applicants shall submit their application requirements hand-in or through carrier addressed to:

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent
DepEd-Schools Division Office of Sarangani
Alabel, Sarangani Province

5. Applicant must submit his/her 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.



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

6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement which can be accessed at bit.ly/PersonnelDownloadables, duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification.
7. Previous applicants for the Administrative Officer II and Administrative Assistant II shall have the option to retain their scores for the same position they are applying. Should the applicants want to update their documents, they must submit Letter of application, Personal Data Sheet, Checklist of Requirements and UPDATED documents only. If they opt to retain all of their scores, only 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 **June 5, 2025**. Late applications will no longer be accepted.
9. Please be guided of DepEd Order No. 19, s. 2022 “The Department of Education Merit Selection Plan” and DepEd Order No. 7, s. 2023 “Guidelines on the Recruitment, Selection and Appointment of the Department of Education” as basis in the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.
10. References and documentary requirements are detailed 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 09773941073.
12. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: None

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

HIRING

RECRUITMENT

RDB/OSDS-PU/MLA – notice of vacancies for non-teaching positions
0459/May 26, 2025



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province

Telephone No.: (083) 508-2039

Website: www.depedsarangani.com

Email Address: sarangani@deped.gov.ph



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

Timeline on Recruitment and Selection Activities

Schedule	Activities
May 26-June 5, 2025	Submission of Application to Division Office.
May 28, 2025	Online orientation on the Recruitment, Selection and Appointment guidelines (1:00pm -2:00 pm). Link will be sent to the email address registered online.
June 9, 2025	Conduct of initial evaluation of documents as to qualification of applicants
June 10, 2025	Posting of Initial Evaluation Result (IER)
TBA	Conduct of Qualifying Examination, Interview 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 <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/ HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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



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

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 Officer II (Human Resource Management Officer I)	ADOF2-840034-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
2	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840035-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
3	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840036-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani

4	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840037-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
5	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840038-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
6	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840039-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
7	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840040-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
8	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840041-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
9	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840042-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
10	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840043-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani

11	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840044-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
12	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840045-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
13	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840046-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
14	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840047-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
15	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840048-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
16	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840049-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
17	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840050-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani

18	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840051-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
19	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840052-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
20	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840053-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
21	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840054-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
22	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840055-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
23	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840056-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
24	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840057-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani

25	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840058-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
26	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840059-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
27	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840060-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
28	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840061-2025	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
29	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840506-2022	SG11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility		DepEd Sarangani
30	Administrative Assistant II (Disbursing Officer II)	ADAS2-840117-2016	SG8	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
31	Administrative Aide VI (Clerk III)	ADA6-840030-2004	SG6	18,957.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani