



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

15 Aug 2025

**DIVISION MEMORANDUM**

OSDS-2025-121

NOTICE OF VACANCY FOR SCHOOL ADMINISTRATION 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 school administration positions:

Position	Vacant Items
<b>SCHOOL PRINCIPAL II</b>	<b>1</b>
<b>SCHOOL PRINCIPAL I</b>	<b>3</b>
<b>ASSISTANT SCHOOL PRINCIPAL II (SENIOR HIGH SCHOOL)</b>	<b>1</b>
<b>HEAD TEACHER II (ELEMENTARY)</b>	<b>1</b>
<b>HEAD TEACHER I (SECONDARY)</b>	<b>5</b>
<b>HEAD TEACHER I (ELEMENTARY)</b>	<b>3</b>

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](http://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.



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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](http://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 shall have the option to retain their scores. 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 **August 28, 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: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT  
RECRUITMENT



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**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone No.:** (083) 508-2039  
**Website:** [www.depedsarangani.com](http://www.depedsarangani.com)  
**Email Address:** [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph)



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SELECTION

RDB/OSDS/MLA – NOTICE OF VACANCY FOR SCHOOL ADMINISTRATION POSITIONS  
0757/August 15, 2025



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone No.:** (083) 508-2039  
**Website:** [www.depedsarangani.com](http://www.depedsarangani.com)  
**Email Address:** [sarangani@depd.gov.ph](mailto:sarangani@depd.gov.ph)

### Timeline on Recruitment and Selection Activities

Schedule	Activities
August 15-August 28, 2025	Submission of Application to Division Office
August 18, 2025	Online orientation on the Recruitment, Selection and Appointment guidelines (2:00pm -3:00 pm). Link will be sent to the email address registered online.
September 1, 2025	Conduct of initial evaluation of documents as to qualification of applicants
September 2, 2025	Posting of Initial Evaluation Result (IER)
TBA	Conduct of Interview and assessment of Applicants, HRMPSB Deliberation
TBA	Open Ranking System
TBA	Release of Comparative Assessment Result
TBA	Issuance of memorandum on the successful candidate/s



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CHECKLIST OF REQUIREMENTS

Annex C

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) (where 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	SCHOOL PRINCIPAL II	SP2-840045-2021	SG20	62,967.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		BANATE NHS

						within the last 5 years				
2	SCHOOL PRINCIPAL I	SP1-840581-2010	SG19	56,390.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)		DEPED SARANGANI
3	SCHOOL PRINCIPAL I	SP1-840563-2010	SG19	56,390.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy,	5 years teaching experience and 1 year relevant in any of the following:	RA 1080, as amended (Teacher)		DEPED SARANGANI

					in relevant learning area with at least 9 units in Management	School Management and Operations, Instructional Leadership acquired within the last 5 years	learning area coordination, subject area supervision, school management and operations, instructional supervision			
4	SCHOOL PRINCIPAL I	SP1-840036-2014	SG19	56,390.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)		DEPED SARANGANI



<b>5</b>	Assistant School Principal II (Senior High School)	ASP2-840017-2016	SG19	56,390.00	Bachelor's Degree in Education or it's equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years of relevant experience	Teacher eligibility (RA 1080) and passing score in NQESH or equivalent Principals' test		DEPED SARANGANI
<b>6</b>	HEAD TEACHER II (ELEMENTARY)	HTEACH2-840167-2003	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		DEPED SARANGANI
<b>7</b>	HEAD TEACHER I (SECONDARY)	HTEACH1-840163-2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080		JBT CAING SR. IS
<b>8</b>	HEAD TEACHER I (SECONDARY)	HTEACH1-840154-2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080		VALERIA B. LOPEZ IS

<b>9</b>	HEAD TEACHER I (SECONDARY)	HTEACH1- 840155-2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In- Charge for 1 year; or Teacher for 3 years	RA 1080		CABLALAN IS
<b>10</b>	HEAD TEACHER I (SECONDARY)	HTEACH1- 840160-2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In- Charge for 1 year; or Teacher for 3 years	RA 1080		Glan Padidu National High School - SAN VICENTE Annex
<b>11</b>	HEAD TEACHER I (SECONDARY)	HTEACH1- 840170-2016	SG14	37,024.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In- Charge for 1 year; or Teacher for 3 years	RA 1080		WALI IS
<b>12</b>	HEAD TEACHER I (ELEMENTARY)	HTEACH1- 840137-2016	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		DEPED SARANGANI
<b>13</b>	HEAD TEACHER I (ELEMENTARY)	HTEACH1- 840128-2008	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		DEPED SARANGANI

14	HEAD TEACHER I (ELEMENTARY)	HTEACH1- 840138-2016	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		DEPED SARANGANI
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