



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

26 Jan 2026

**DIVISION MEMORANDUM**  
OSDS-2026-012

**NOTICE OF VACANCY FOR NON-TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

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

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

Position	Vacant Items
School Principal II	1
School Principal I	4
Administrative Officer II (Human Resource Management Officer I)	2
Administrative Assistant III (Senior Bookkeeper)	1
Administrative Assistant II (Disbursing Officer II)	3
Administrative Aide VI (Clerk III)	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](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



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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.
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](https://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 February 9, 2026. 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. Balbaren at 09773941073.
12. Widest dissemination of this Memorandum is desired.

**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:



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APPOINTMENT  
HIRING  
RECRUITMENT  
SELECTION

Roel D. Balbareno/OSDS/MLA – notice of vacancy for non-teaching and school administration positions  
0075/January 26, 2026



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Timeline on Recruitment and Selection Activities

Schedule	Activities
January 26-February 9, 2026	Submission of Application to Division Office.
January 29, 2026	Online orientation on the Recruitment, Selection and Appointment guidelines (2:00pm -3:00 pm). Link will be sent to the email address registered online.
February 10, 2026	Conduct of initial evaluation of documents as to qualification of applicants
TBA	Posting of Initial Evaluation Result (IER)
TBA (Separate Memorandum will be issued)	Conduct of Interview and assessment of Applicants, HRMPSB Deliberation, Open Ranking System
TBA (Separate Memorandum will be issued)	Open Ranking System
TBA (Separate Memorandum will be issued)	Release of Comparative Assessment Result
TBA (Separate Memorandum will be issued)	Issuance of memorandum on the successful candidate/s



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Annex C

**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 compiled)	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

<b>No.</b>	<b>Position Title</b>	<b>Plantilla Item No.</b>	<b>Salary/ Job/ Pay Grade</b>	<b>Monthly Salary</b>	<b>Qualification Standards</b>					<b>Place of Assignment</b>
					<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>	<b>Competency (if applicable)</b>	
1	SCHOOL PRINCIPAL II	SP2-840019-2025	SG20	66,052.00	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 within the	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		MALAPATAN NHS

						last 5 years				
<b>2</b>	SCHOOL PRINCIPAL I	SP1-840012-2014	SG19	59,153.00	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>3</b>	SCHOOL PRINCIPAL I	SP1-840035-2014	SG19	59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management	5 years teaching experience and 1 year relevant in any of the following: learning area coordination, subject area	RA 1080, as amended (Teacher)		DEPED SARANGANI

					units in Management	and Operations, Instructional Leadership acquired within the last 5 years	supervision, school management and operations, instructional supervision		
<b>4</b>	SCHOOL PRINCIPAL I	SP1-840014-2014	SG19	59,153.00	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>	SCHOOL PRINCIPAL I	SP1-840555-2010	SG19	59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School	5 years teaching experience and 1 year relevant in any of the following: learning area coordination,	RA 1080, as amended (Teacher)	DEPED SARANGANI

					with at least 9 units in Management	Management and Operations, Instructional Leadership acquired within the last 5 years	subject area supervision, school management and operations, instructional supervision		
<b>6</b>	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840477-2022	SG11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility	DEPED SARANGANI
<b>7</b>	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840473-2022	SG11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility	DEPED SARANGANI
<b>8</b>	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840063-2017	SG9	24,329.00	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
<b>9</b>	Administrative Assistant II (Disbursing Officer II)	ADAS2-840012-2007	SG8	22,423.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	MALAPATAN NHS

<b>10</b>	Administrative Assistant II (Disbursing Officer II)	ADAS2-840096-2017	SG8	22,423.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		MAGULING NHS
<b>11</b>	Administrative Assistant II (Disbursing Officer II)	ADAS2-840117-2016	SG8	22,423.00	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
<b>12</b>	Administrative Aide VI (Clerk III)	ADA6-840043-2004	SG6	19,716.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		JAMES L. CHIONGBIAN NTS