



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

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30 Jan 2026

**DIVISION MEMORANDUM**

OSDS-2026-015

**ADDITIONAL INFORMATION TO THE NOTICE OF VACANCY FOR NON-TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

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

1. Relative to the Division Memorandum OSDS-2026-012 titled "Notice of Vacancy for Non-Teaching and School Administration Positions", please be informed of an additional Administrative Aide VI (Clerk III) vacant item.
2. Enclosed is the qualification standard for reference.
3. All other provisions in the said Memorandum remain in effect.
4. For inquiries contact Mr. Roel D. Balbareno at 09779341073.
5. For the information and guidance of all concerned.

**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

HIRING  
SELECTION

Roel D. Balbareno/OSDS/MLA – additional information to the notice of vacancy  
for non-teaching and school administration positions  
0090/January 30, 2026



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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 Aide VI (Clerk III)	ADA6-840192-2014	SG-6	19,716.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Supply Unit