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

13 Oct 2026

DIVISION MEMORANDUM
OSDS-2026-105

NOTICE OF VACANCIES FOR NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors/Principals-in-Charge
Public Elementary and Secondary School Heads
All Interested Applicants
All Others Concerned
This Division

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

Position	Vacant Items
Dentist II	1
Administrative Officer II (Human Resource Management Officer I)	4
Administrative Assistant III (Senior Bookkeeper)	18
Administrative Assistant II (Disbursing Officer II)	50
Administrative Aide VI (Clerk III)	4
Administrative Aide IV (Clerk II)	1
Administrative Aide III (Clerk I)	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:

ATTY. NELYN B. FRINAL, CESO VI
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.

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. Applicants who previously applied for the positions of Administrative Aide VI, Administrative Assistant and Administrative Officer II may opt to retain and carry over their scores from their previous applications. To do so, they shall submit only the following documents: (a) an Application Letter indicating their intent to retain all previously earned scores; (b) an updated Personal Data Sheet (PDS); and (c) a duly accomplished Checklist of Requirements.

8. Applicants who previously applied for the position of Administrative Officer II may not carry over all their scores to their application for Administrative Assistant or Administrative Aide VI, and vice versa. They may only retain their previous scores in the interview and written examination. Accordingly, they shall submit a new set of application documents and clearly indicate in their Application Letter their intent to retain their previous interview and written examination scores.

9. The deadline for submission of application documents at the Personnel Unit shall be on **October 26, 2026**. Late applications will no longer be accepted.

10. 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.

11. 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;

12. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.

13. Widest dissemination of this Memorandum is desired.

Digitally signed by Frinal Nelyn Botes
Adobe Acrobat version: 2023.008.20470

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EVALUATION
HIRING
RECRUITMENT
SELECTION

RDB/OSDS-PU/DM noticeofvacancy…
0808/October 13 ,2026

Enclosure A: Timeline on Recruitment and Selection Activities

Schedule	Activities
October 13-October 26, 2026	Submission of Application to Division Office
October 19, 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.
TBA	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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SCHOOLS DIVISION OF SARANGANI

Enclosure B: Checklist of Requirements

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 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 2026) 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:			
	Designations for School Head/Supervisory Positions, if applicable			
	NQESH Score (For School Principal Applicants)			
	IPCRF/OPCRF parts I-IV internal applicants			
	Certificate of General Weighted Average (GWA) or any document indicating GWA for positions that do not require experience			
	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.

Enclosure C: Qualification Standards

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	Dentist II	DENT2-840140-2014	SG17	49,562.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)		Division Office
2	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840082-2020	SG11	31,705.00	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)	ADOF2-840086-2021	SG11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840090-2023	SG11	31,705.00	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)	ADOF2-840056-2025	SG11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Leonard Young Sr. National High School
6	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840106-2014	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840111-2014	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
8	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840045-2018	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
9	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840065-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840060-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
11	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840103-2014	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
12	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840107-2014	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840056-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
14	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840086-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		JBT Caing Sr. Integrated School
15	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840112-2014	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
16	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840069-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
17	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840059-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
18	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840081-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
19	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840080-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
20	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840089-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Tamban National High School
21	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840079-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
22	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840007-2007	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Malungon National High School
23	Administrative Assistant III (Senior Bookkeeper)	ADAS3-840072-2017	SG9	24,329.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
24	Administrative Assistant II (Disbursing Officer II)	ADAS2-840107-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	Administrative Assistant II (Disbursing Officer II)	ADAS2-840035-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Banate National High School
26	Administrative Assistant II (Disbursing Officer II)	ADAS2-840073-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
27	Administrative Assistant II (Disbursing Officer II)	ADAS2-840037-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Alabel National Science High School

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
28	Administrative Assistant II (Disbursing Officer II)	ADAS2-840066-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
29	Administrative Assistant II (Disbursing Officer II)	ADAS2-840084-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
30	Administrative Assistant II (Disbursing Officer II)	ADAS2-840116-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
31	Administrative Assistant II (Disbursing Officer II)	ADAS2-840063-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
32	Administrative Assistant II (Disbursing Officer II)	ADAS2-840086-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
33	Administrative Assistant II (Disbursing Officer II)	ADAS2-840099-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
34	Administrative Assistant II (Disbursing Officer II)	ADAS2-840083-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
35	Administrative Assistant II (Disbursing Officer II)	ADAS2-840113-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
36	Administrative Assistant II (Disbursing Officer II)	ADAS2-840081-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
37	Administrative Assistant II (Disbursing Officer II)	ADAS2-840007-2007	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Malalag National High School
38	Administrative Assistant II (Disbursing Officer II)	ADAS2-840094-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
39	Administrative Assistant II (Disbursing Officer II)	ADAS2-840110-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
40	Administrative Assistant II (Disbursing Officer II)	ADAS2-840008-2007	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Malungon National High School
41	Administrative Assistant II (Disbursing Officer II)	ADAS2-840038-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Colon National High School
42	Administrative Assistant II (Disbursing Officer II)	ADAS2-840039-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Glan Padidu National High School

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
43	Administrative Assistant II (Disbursing Officer II)	ADAS2-840124-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
44	Administrative Assistant II (Disbursing Officer II)	ADAS2-840045-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Malandag National High School
45	Administrative Assistant II (Disbursing Officer II)	ADAS2-840044-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Malalag National High School

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
46	Administrative Assistant II (Disbursing Officer II)	ADAS2-840010-2007	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Kiamba National High School
47	Administrative Assistant II (Disbursing Officer II)	ADAS2-840088-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
48	Administrative Assistant II (Disbursing Officer II)	ADAS2-840093-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
49	Administrative Assistant II (Disbursing Officer II)	ADAS2-840068-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
50	Administrative Assistant II (Disbursing Officer II)	ADAS2-840103-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
51	Administrative Assistant II (Disbursing Officer II)	ADAS2-840082-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
52	Administrative Assistant II (Disbursing Officer II)	ADAS2-840081-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
53	Administrative Assistant II (Disbursing Officer II)	ADAS2-840106-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
54	Administrative Assistant II (Disbursing Officer II)	ADAS2-840102-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
55	Administrative Assistant II (Disbursing Officer II)	ADAS2-840066-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
56	Administrative Assistant II (Disbursing Officer II)	ADAS2-840069-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
57	Administrative Assistant II (Disbursing Officer II)	ADAS2-840100-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
58	Administrative Assistant II (Disbursing Officer II)	ADAS2-840097-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Tamban National High School
59	Administrative Assistant II (Disbursing Officer II)	ADAS2-840064-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
60	Administrative Assistant II (Disbursing Officer II)	ADAS2-840080-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
61	Administrative Assistant II (Disbursing Officer II)	ADAS2-840108-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
62	Administrative Assistant II (Disbursing Officer II)	ADAS2-840069-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
63	Administrative Assistant II (Disbursing Officer II)	ADAS2-840090-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
64	Administrative Assistant II (Disbursing Officer II)	ADAS2-840096-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
65	Administrative Assistant II (Disbursing Officer II)	ADAS2-840065-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
66	Administrative Assistant II (Disbursing Officer II)	ADAS2-840009-2007	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Lun Padidu National High School

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
67	Administrative Assistant II (Disbursing Officer II)	ADAS2-840085-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
68	Administrative Assistant II (Disbursing Officer II)	ADAS2-840080-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
69	Administrative Assistant II (Disbursing Officer II)	ADAS2-840095-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
70	Administrative Assistant II (Disbursing Officer II)	ADAS2-840083-2017	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
71	Administrative Assistant II (Disbursing Officer II)	ADAS2-840072-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
72	Administrative Assistant II (Disbursing Officer II)	ADAS2-840047-2018	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Pangyan National High School

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
73	Administrative Assistant II (Disbursing Officer II)	ADAS2-840092-2016	SG8	22,423.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DepEd Sarangani
74	Administrative Aide VI (Clerk III)	ADA6-840190-2014	SG6	19,716.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Division Office
75	Administrative Aide VI (Clerk III)	ADA6-840188-2014	SG6	19,716.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Division Office

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
76	Administrative Aide VI (Clerk III)	ADA6-840191-2014	SG6	19,716.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Division Office
77	Administrative Aide VI (Clerk III)	ADA6-840189-2014	SG6	19,716.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Division Office
78	Administrative Aide IV (Clerk II)	ADA4-840107-2004	SG4	17,506.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Glan School of Arts and Trades

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
79	Administrative Aide III (Clerk I)	ADA3-840116-2004	SG3	16,486.00	Completion of 2 years studies in college (prior to 2018); OR Completion of Grade 12/Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Glan School of Arts and Trades