



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

DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI

RELEASED

RECORDS UNIT

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16 Oct 2026

DIVISION MEMORANDUM

OSDS-2026-109

ADDITIONAL INFORMATION IN THE NOTICE OF VACANCY 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. In relation to Division Memorandum OSDS-2026-105 titled "Notice of Vacancies for Non-Teaching Positions", be informed of the additional information as follows:

- a. There is one (1) additional vacant plantilla position for Administrative Assistant III,
- b. There are two (2) additional vacant plantilla positions for Administrative Officers II,
- c. There is one (1) additional vacant plantilla position for Administrative Assistant I (Computer Operator I),
- d. There is one (1) additional vacant plantilla position for Security Guard 1,
- e. The qualification standards is provided in the enclosure, and
- f. The deadline for submission of applications for Administrative Assistant I and Security Guard will be on October 29, 2026.

2. All other provisions in the said memorandum remain in effect.

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

4. Widest dissemination of this Memorandum is desired.

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

Digitally signed by Frinal
Nelyn Botes
Adobe Acrobat version:
2023.008.20470

Encl.: As stated

Reference: As stated



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

EVALUATION

HIRING

RECRUITMENT

SELECTION

RDB/OSDS-PU/DM noticeofvacancy...

0824/October 16 ,2026





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Enclosure : 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	Administrative Officer II (Human Resource Management Officer I)	ADOF2-840128-2021	SG11	31,705.00	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)	ADOF2-840085-2023	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 Assistant III (Senior Bookkeeper)	ADAS3-840042-2009	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		Malalag Cogon National High School





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					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	Administrative Assistant I (Computer Operator I)	ADAS1-840139-2014	SG7	20,914.00	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
5	Security Guard I	SECG1-840028-2003	SG3	16,486.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. 1996 - Cat. IV)		Glan School of Arts And Trades

