



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

07 Feb 2024

DIVISION MEMORANDUM

OSDS-2024-027

NOTICE OF VACANCIES

To: District Supervisors/Principals-In-Charge
Principals/School Heads/Teachers-In-Charge
Public Elementary & Secondary Schools
All Interested Applicants
This Division

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

Position	Vacant Items
Registrar I	1
Administrative Assistant II (Disbursing Officer II)	1
Watchman I	1
Administrative Officer I (Cashier I)	1
Head Teacher III (Secondary)	1
Head Teacher II (Secondary)	1
Head Teacher I (Secondary)	1
Medical Officer III	1

2. In line with the principle of Equal Employment Opportunity Principle (EEO), 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:

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent
DepEd Sarangani Division Office
Alabel, Sarangani Province

5. Applicants who responded to DM OSDS-2024-03 Notice of Vacancy posted last January 5, 2024 and who wish to re-apply, must submit Letter of application



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and UPDATED documents only. If they opt to retain their scores in Interview and Written Examination or undergo the regular selection process, such intent shall be indicated in their letter of application.

6. 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. Once submitted, application documents will become property of the Division Office and can no longer be retrieved by the applicants.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

8. The deadline for submission of application documents at the Personnel Unit shall be on **February 21, 2024**. 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 clarifications and more information on this matter, please direct concerns to:

Ms. REHANEE P. SAMBUTO
Administrative Officer IV
Human Resource Management Office
0938-554-0626

12. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone Nos.: (083) 508-2039
Website: depedsarangani.org
Email Address: sarangani@deped.gov.ph



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Encl.: As stated

Reference: As stated

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

HIRING
RECRUITMENT

RPS/OSDS-PU/MLA – notice of vacancies
0190/February 7, 2024



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Timeline on Recruitment and Selection Activities

Schedule	Activities
February 7-21, 2024	Submission of Application to Division Office
February 13, 2024 (9:00 AM)	Online Orientation of Applicants on the Hiring Guidelines. MS Teams link will be sent to the email address registered online
February 19-13, 2024	Conduct of initial evaluation of documents as to qualification of applicants
February 26, 2023	Posting of Initial Evaluation Result (IER)
TBA	Conduct of Interview and assessment of Applicants, HRMPSB Deliberation, Open Ranking System
TBA	Release of Comparative Assessment Result
TBA	Issuance of memorandum on the successful candidate/s

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 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:			
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, designation orders and such other applicable documents as indicated in DepEd Order No. 7, s. 2023 (Enclosure No. 4 re Criteria and Point System for Promotion to Related-Teaching Positions			
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

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

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	Registrar I	R1-840027-2016	SG11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		CABALES ENARBIA IS
2	Administrative Assistant II (Disbursing Officer II)	ADAS2-840047-2018	SG8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		PANGYAN NHS
3	WATCHMAN I	WCHM1-840008-2003	SG2	13,819.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)		JAMES L. CHIONGBIAN NTC
4	Administrative Officer I (Cashier I)	ADOF1-840024-2004	SG10	23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		GSAT

5	HEAD TEACHER III (SECONDARY)	HTEACH3- 840070- 2003	SG16	39,672.00	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	Head Teacher for 2 years; or Teacher for 5 years	RA 1080		GSAT
6	HEAD TEACHER II (SECONDARY)	HTEACH2- 840189- 2003	SG15	36,619.00	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	Head Teacher for 1 year; or Teacher for 4 years	RA 1080		GLAN PADIDU NHS
7	HEAD TEACHER I (SECONDARY)	HTEACH1- 840177- 2016	SG14	33,843.00	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		DATAL BILA IS

8	MEDICAL OFFICER III	MDOF3-840002-2017	SG 21	63,997.00	Doctor of Medicine	None required	None required	RA 1080		DepEd Sarangani
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