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JUNE 15, 2024  
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**14 Jun 2024**

**DIVISION MEMORANDUM**

OSDS-2024-077

**NOTICE OF VACANCIES**

To: Assistant Schools Division Superintendent  
Division HRMPSB and Sub-Committee Members  
All Interested Applicants

1. This is to announce the following vacant positions in the Department of Education – Schools Division of Sarangani:

Position Title	No. of Vacant Items
Public Schools District Supervisor	1
Medical Officer III	1

2. All interested applicants regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability are encouraged to apply (Division Memorandum No. 293, s. 2021 – Equal Employment Opportunity Principle Guidelines in Recruitment, Selection, and Placement).

3. Applicants are required to fill out an online registration form which can be accessed through this link: <https://bit.ly/DepEdSarApplicantsOnlineRegistration>. The application folders of those who have not registered online will not be accepted.

4. Application documents may be handed in or sent via courier addressed to:

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent  
DepEd – Schools Division of Sarangani  
Capitol Compound, Maribulan, Alabel, Sarangani Province

5. Applicants must submit their 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 deadline for submission of application documents is 24 June 2024. Late applications will no longer be accepted by the Personnel Unit.**

7. By signing the Omnibus Sworn Statement, applicants take full responsibility for the authenticity and accuracy of submitted documents. Any falsified documents will result in disqualification.



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

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8. Refer to DepEd Order (DO) No. 19, s. 2022 titled **The Department of Education Merit Selection Plan** and DO 7, s. 2023 titled **Guidelines on the Recruitment, Selection, and Placement in the Department of Education** for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.
9. The following documents are enclosed for reference:
  - a. Target timeline of the recruitment and selection process
  - b. Checklist of requirements
  - c. Qualification standards of the vacant positions
10. For inquiries, contact Ms. Irma May G. Dinasas at [irmamay.dinasas@deped.gov.ph](mailto:irmamay.dinasas@deped.gov.ph).
11. For the information, guidance, and appropriate action of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT  
RECRUITMENT  
SELECTION

IMGD/OSDS-ADSS/MLA – notice of vacancies  
0667/14 June 2024

**Timeline of Recruitment and Selection Activities**

<b>Schedule</b>	<b>Activity</b>
14-24 June 2024	Submission of Application to Division Office
2 July 2024 (9:00 AM)	Online Orientation of Applicants on the Hiring Guidelines. MS Teams link will be sent to the email address registered online
3-5 July 2024	Conduct of initial evaluation of documents as to qualification of applicants
12 July 2024	Posting of Initial Evaluation Result (IER)
TBA	Conduct of interviews and assessment of applicants, HRMPSB Deliberation, and Open Ranking System
TBA	Release of Comparative Assessment Result
TBA	Issuance of a 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 ( )

Table with 4 columns: Basic Documentary Requirement, Status of Submission (To be filled-out by the applicant; Check if submitted), Status of Submission (Check if complied), and Remarks. Rows include items a through k, such as 'Letter of intent addressed to the Head of Office or highest human resource officer' and 'Photocopy of valid and updated PRC License/ID, if applicable'.

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.

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	Public Schools District Supervisor	PSDS-840099-2003	SG-22	71,511.00	Master's degree in education or relevant master's degree	16 hours of relevant training	5 years of cumulative experience in instructional supervision and school management	RA 1080/PBET		DepEd Sarangani
2	Medical Officer III	MDOF3-840002-2017	SG-21	63,997.00	Doctor of Medicine	None required	None required	RA 1080		DepEd Sarangani