



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

11 Oct 2024

**DIVISION MEMORANDUM**  
OSDS-2024-132

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 teaching-related and non-teaching positions in the Department of Education – Schools Division of Sarangani:

Position	Vacant Items
School Principal III	1
School Principal II	1
Medical Officer III	1
Administrative Officer II (Human Resource Management Officer I)	2

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: [bit.ly/DepEdSarApplicantsOnlineRegistration](https://bit.ly/DepEdSarApplicantsOnlineRegistration). The application folders of those 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 in the Checklist of Requirements.

6. Previous applicants for the Administrative Officer II position, who passed the qualifying examination and wish to re-apply for the same position, must submit a Letter of Application, Personal Data Sheet, Checklist of Requirements, and updated supporting documents only. If applicants choose to retain their scores from the



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previous interview and written examination, they must indicate their intent in their application letter.

7. By signing the Omnibus Sworn Statement, applicants take full responsibility for the authenticity and accuracy of submitted documents. The template for the Omnibus Sworn Statement can be accessed [bit.ly/Personneldownloadables](https://bit.ly/Personneldownloadables). Any falsified documents will result in disqualification.

8. **The deadline for submission of application documents is October 21, 2024. Late submissions will no longer be accepted by the Personnel Unit.**

9. 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.

10. 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

11. For inquiries, contact Mr. Roel D. Balbareno at 09464061747.

12. For the information and guidance 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:

**HIRING  
RECRUITMENT**

RDB/OSDS-PU/MLA – notice of vacancies  
1139/11 October 2024

**(Enclosure to DM-OSDS-2024-132)**

TIMELINE OF RSP ACTIVITIES

<b>Schedule</b>	<b>Activity</b>
October 11-21, 2024	Submission of application to the Schools Division Office
October 15, 2024	Sending hiring guidelines to the registered email address of the applicants
October 21, 2024	Conduct initial evaluation of documents
October 22, 2024	Posting Initial Evaluation Results (IERs)
TBA	Conduct interview and assessment of applicants, HRMPSB deliberation, and open ranking
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 ( )

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:			
Certificate of General Weighted Average (GWA) or any document indicating GWA			
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 to DM-OSDS-2024-132)**

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	SCHOOL PRINCIPAL III	SP3-840174-2024	SG21	67,005.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION; OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL EDUCATION UNITS PLUS 6 UNITS OF MANAGEMENT	40 HOURS OF RELEVANT TRAINING	2 YEARS AS PRINCIPAL	RA 1080		DEPED SARANGANI
2	SCHOOL PRINCIPAL II	SP2-840111-2020	SG20	60,157.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION; OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL EDUCATION UNITS PLUS 6 UNITS OF MANAGEMENT	40 HOURS OF RELEVANT TRAINING	1 YEAR AS PRINCIPAL	RA 1080		DEPED SARANGANI
3	MEDICAL OFFICER III	MDOF3-840002-2017	SG21	67,005.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1080		DEPED SARANGANI
4	ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)	ADOF2-840021-2016	SG11	28, 512.00	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)	ADOF2-840096-2023	SG11	28, 512.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		DEPED SARANGANI