



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

20 Dec 2024

**DIVISION MEMORANDUM**

OSDS-2024-164

NOTICE OF VACANCIES

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

1. This is to announce the vacant non-teaching positions in the Department of Education – Schools Division of Sarangani, as specified below.

Position Title	Vacant Items
Administrative Assistant II (Disbursing Officer II)	9

2. This Office highly encourages all interested and qualified individuals, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation & gender identities (SOGI) to apply.

3. Applicants must register through this link: [bit.ly/DepEdSarApplicantsOnlineRegistration](https://bit.ly/DepEdSarApplicantsOnlineRegistration). The Personnel Unit will not accept unregistered applications. The application documents must be submitted in one hard green folder, arranged according to the order listed in the Checklist of Requirements, with tabs. They may hand in or send their application documents via courier to the following address:

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

4. Candidates who previously applied for the Administrative Assistant II position and passed the qualifying examination, and who wish to reapply for the same position, must submit a new application letter, a Personal Data Sheet, a Checklist of Requirements, and updated supporting documents. If candidates prefer to retain their scores from the previous interview and written examination, they must specify this in their application letter.

5. 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 at [bit.ly/Personneldownloadables](https://bit.ly/Personneldownloadables). Any falsified documents submitted will result in the disqualification of the applicants.



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6. The deadline for submission of application documents is on January 6, 2025. Late submissions will no longer be accepted by the Personnel Unit.
7. 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.
8. The following documents are enclosed for reference:
  - a. Target timeline of the recruitment and selection process;
  - b. Checklist of Requirements; and
  - c. Qualification standards of the vacant positions;
9. For inquiries, contact Shella Mae Cellona at 09128021094/shellamae.cellona@depd.gov.ph and Roel Balbareno at 09464061747/roel.balbareno@depd.gov.ph.
10. For the information and guidance of all concerned.

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

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

HIRING  
RECRUITMENT

RDB/OSDS-PU/MLA – notice of vacancies  
1536/20 December 2024

TIMELINE OF RECRUITMENT AND SELECTION ACTIVITIES

<b>Schedule</b>	<b>Activity</b>
December 20, 2024 - January 6, 2025	Submission of application documents to the Schools Division Office
December 27, 2024	Furnishing hiring guidelines to the applicants via email
January 7, 2025	Initial evaluation of documents as to the qualification of applicants
January 8, 2025	Publication of Initial Evaluation Result (IER)
TBA	Interview and assessment of applicants, HRMPSB Deliberation, Open Ranking
TBA	Release of Comparative Assessment Result
TBA	Issuance of the memorandum on the successful candidates

## 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-2024-164)**

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant II (Disbursing Officer II)	ADAS2-840010-2007	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Kiamba NHS
Administrative Assistant II (Disbursing Officer II)	ADAS2-840008-2007	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Malungon NHS
Administrative Assistant II (Disbursing Officer II)	ADAS2-840035-2018	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Banate NHS
Administrative Assistant II (Disbursing Officer II)	ADAS2-840066-2016	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		DepEd Sarangani
Administrative Assistant II (Disbursing Officer II)	ADAS2-840080-2017	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		DepEd Sarangani
Administrative Assistant II (Disbursing Officer II)	ADAS2-840086-2016	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		DepEd Sarangani
Administrative Assistant II (Disbursing Officer II)	ADAS2-840087-2017	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		DepEd Sarangani
Administrative Assistant II (Disbursing Officer II)	ADAS2-840115-2016	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		DepEd Sarangani
Administrative Assistant II (Disbursing Officer II)	ADAS2-840065-2017	SG8	20,534.00	Completion of 2 years of studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		DepEd Sarangani