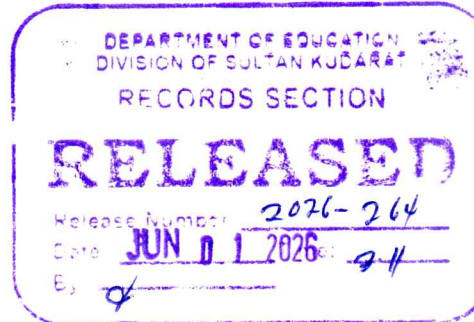




Republic of the Philippines
Department of Education
 REGION XII
 DIVISION OF SULTAN KUDARAT



May 28, 2026

NO. DIVISION MEMORANDUM
 OSDS-PS No. 097, s. 2026

**ANNOUNCEMENT OF VACANT NONTEACHING
 POSITIONS AS OF MAY 2026**

To: Assistant Schools Division Superintendent
 Chiefs of the Functional Divisions
 Public Schools District Supervisors / Principals In-charge
 Elementary and Secondary School Heads
 All Interested Applicants
 This Division

1. This is to announce to the field of the existence of the following vacant nonteaching positions as of **May 2026**:

Position	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
Administrative Assistant III (Senior Bookkeeper)	9	24,329.00	OSEC-DECSB-ADAS3-840060-2014	MORADAS, JERRY BONG TOLITOL	DIVISION OFFICE
Administrative Assistant II (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840022-2014	MARTIREZ, RHEAN CABAL	MILBUK NHS-JHS
Administrative Assistant II (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840129-2017	NAVAREZ, SUSANE DELA CRUZ	GAPOK NHS-SHS
Administrative Assistant II (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840329-2016	TORRE, MARIA FE AMPIG	MALIGAYA NHS-SHS

2. Attached are the CSC Prescribed Qualification Standards, General Duties and Responsibilities, and Checklist of Requirements.

3. Preferences will be given to those interested applicants who possess courses related to the position being applied for and residing in the barangay or nearby barangays where the vacancy exists.



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 Telephone No.: (064) 471 1007
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4. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM) which requires the institutionalization of the **Equal Opportunity Principle (EOP)** in all areas of human resource, all interested and qualified applicants to the positions regardless of age, sex, gender, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability who meet the basic Qualification Standard must have their documents received by the Records Section and shall submit requirements to the **Personnel Section** on or before **June 10, 2026**:

5. The following are the documentary requirements to be submitted by the applicants following this sequence and with **tabbing**:

- A. Application letter specifying the position being applied for addressed to:
CRISPIN A. SOLIVEN JR., CESO V
Schools Division Superintendent
- B. Duly Accomplished Personal Data Sheet (CS Form 212) duly notarized with Work Experience Sheet, if applicable;
- C. Photocopy of Voter's ID and/or Barangay Certificate
- D. Photocopy of valid and updated PRC License/ID, if applicable;
- E. Photocopy of Certificate of Board Rating/Certificate of Eligibility/Report of Rating, if applicable
- F. Photocopy of Scholastic/Academic Record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available) & Certificate of General Weighted Average (GWA) or its equivalent;
- G. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- H. Photocopy of latest appointment, if applicable;
- I. Photocopy of certificate/s of relevant specialized trainings or professional development programs;
- J. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position to the deadline of submission, if applicable;
- K. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before any public officer authorized to administer oath pursuant to Book 1, Chapter 10, Section 414 of EO 292, as amended by RA No. 6733 and as further amended by RA 10755; and
- L. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.
- M. Neuro-Psychiatric Examination Result

6. Individuals who failed to submit complete mandatory documents (Items a to l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documents/



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requirements or those that may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.

6. **DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis in the evaluation of documents and computation of points for the presented vacant positions.
7. Schedule of written examination and interview will be announced later.
8. For widest dissemination of this Memorandum is desired.

CRISPIN A. SOLIVEN JR., CESO V
Schools Division Superintendent

Enclosure: as stated
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

APPLICANT	REQUIREMENTS	VACANT POSITION
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WPP/OSDS-PS/DM- ANNOUNCEMENT OF VACANT NONTeaching POSITION AS OF MAY 2026/ MAY 28, 2026



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Enclosure 1 to ^{No} DM OSDS-PS No. ⁰⁹⁷ s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

Position Title (Parenthetical Title if applicable)	Qualification Standards			
	Education	Training	Experience	Eligibility
Administrative Assistant III - (Senior Bookkeeper)	Completion of Two Years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of Two Years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility

GENERAL DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
FINANCIAL RECORDS AND REPORTS	<ul style="list-style-type: none"> a) Ascertains that transaction have been properly recorded in books b) Verify financial statements made by subordinate, verify the journal voucher c) Prepares adjusting entries and journal vouchers d) Prepares trial balances, monthly statements of income and expenditure and other financial statements;
ACCOUNT TRACKING	<ul style="list-style-type: none"> a) Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports b) Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
FINANCIAL TRANSACTIONS RECORDING PROCEDURES	<ul style="list-style-type: none"> a) Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. b) Provides input for improvement of accounting section c) Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.



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ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCOUNTING SERVICES	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ol style="list-style-type: none">Preparation/maintenance of registries of allotment and obligationsPreparation of financial and accountability reports and maintenance of subsidiary ledgersPreparation of liquidation of cash advances Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools divisionPreparation of Monthly Summary of Cash Advances Received,Liquidated and Balances Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
BUDGETING SERVICES	<p>Budgeting System</p> <ol style="list-style-type: none">Assist in the conduct of orientations and workshops on the budgeting systemAssist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ol style="list-style-type: none">Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgetsProvide clerical support in the preparation of budget proposalsAct as Liaison Officer to DBM NEDA and other oversight bodiesRespond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ol style="list-style-type: none">Assist in gathering of data needed in the preparation of cost efficiency computationsPrepare data needed to approve obligation requestsGather data needed to evaluate and prepare status report on budget utilizationPrepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ol style="list-style-type: none">Gather data needed in the preparation of budget accountability reports