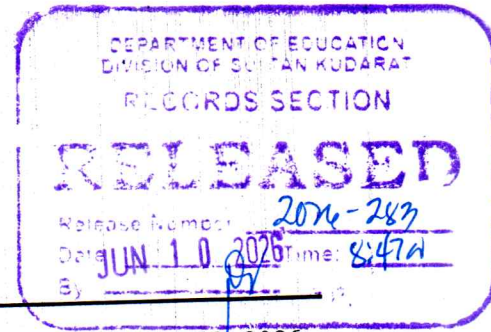




Republic of the Philippines
Department of Education
 REGION XII
 DIVISION OF SULTAN KUDARAT



June 09, 2026

DIVISION MEMORANDUM
 OSDS-PS No. **108**, s. 2026

**ANNOUNCEMENT OF VACANT NONTEACHING
 POSITIONS AS OF JUNE 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 **June 2026**:

Position	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
Dentist II	17	49,562.00	OSEC-DECSB-DENT2-750040-1998	GENTOLEA, MERLYN EUMAG	DIVISION OFFICE-SGOD
Dentist II	17	49,562.00	OSEC-DECSB-DENT2-750039-1998	CECILA GUZMAN	DIVISION OFFICE-SGOD
Administrative Officer II (Administrative Officer I)	11	31,705.00	OSEC-DECSB-ADOF2-840005-2022	BIERA, MICHAEL BUENO	BLACOL ES AND NALUM ES
Administrative Officer II (Administrative Officer I)	11	31,705.00	OSEC-DECSB-ADOF2-840248-2021	ALIPERIO, JAZZ EULOGIO	MANGUDADATU ES
Administrative Assistant III (Senior Bookkeeper)	9	24,329.00	OSEC-DECSB-ADAS3-840132-2017	DIYO, CRISTINE JOY QUINOPA	PURIKAY NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
Administrative Assistant III (Senior Bookkeeper)	9	24,329.00	OSEC-DECSB-ADAS3-840007-2004	CLAUDIO, NIDA PORRAS	OSDS



Address: Kenram, Isulan, Sultan Kudarat
 Telephone No.: (064) 471 1007
 Website: skdivision.org
 Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

Administrative Assistant II	8	22,423.00	OSEC-DECSB-ADAS2-840294-2016	CASTROMAYOR, DIVINE GRACE ALAYON	LEBAK LEGISLATED NHS-SHS
Administrative Assistant II - (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840133-2017	BALABA, CATHLENE JOY TABAGO	DO-DATALBAO NHS
Administrative Assistant II	8	22,423.00	OSEC-DECSB-ADAS2-840312-2016	LEGARIO, LARA JEAN MADRES	OSDS
Administrative Assistant II - (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840120-2017	CACHERO, JENNY ROSE DOMINGO	ESPERANZA I
Administrative Assistant II - (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840125-2017	LEPROSO, RALPH JHON MONTON	KULAMAN I
Administrative Assistant II - (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840013-2008	MAGUALE, PEARL SHANE FRESNIDO	LANGGAL NHS

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.

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 19, 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;



Address: Kenram, Isulan, Sultan Kudarat

Telephone No.: (064) 471 1007

Website: skdivision.org

Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

- 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/ requirements or those that may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.
7. **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.
8. Schedule of written examination and interview will be announced later.
9. For widest dissemination of this Memorandum is desired.



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

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
HBA/OSDS-PS/DM- ANNOUNCEMENT OF VACANT NONTEACHING POSITION AS OF JUNE 2026/ June 09, 2026		



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: skdivision.org
Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
 DIVISION OF SULTAN KUDARAT

Enclosure 1 to DM OSDS-PS No. **108** s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

Position Title (Parenthetical Title if applicable)	Qualification Standards			
	Education	Training	Experience	Eligibility
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant Experience	RA1080 (Dentist)
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level 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
Administrative Assistant 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



Address: Kenram, Isulan, Sultan Kudarat
 Telephone No.: (064) 471 1007
 Website: skdivision.org
 Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
 DIVISION OF SULTAN KUDARAT

GENERAL DUTIES AND RESPONSIBILITIES

DENTIST II	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
DENTAL HEALTH PROGRAM AND SERVICES	a) Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office. b) Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office. c) Prepares and submits periodic reports of accomplishments in Dental Health Care Programs.
NUTRITION PROGRAM SERVICE (WITH EMPHASIS ON DENTAL HEALTH CARE)	a) Monitor and Evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO. b) Monitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO.
PARTNERSHIP	a) Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO.

ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PERSONNEL ADMINISTRATION	<p>Recruitment and Selection</p> <p>Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ul style="list-style-type: none"> a) recruitment and selection of applicants in the school assigned b) promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment c) Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ul style="list-style-type: none"> a) Update regularly 201 files and maintain database of personal information of school personnel b) Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: skdivision.org
Email: depedskr12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

	<ul style="list-style-type: none"> c) Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e) Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f) Update vacation service/leave credits of school personnel and regularly communicate to all concerned g) Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h) Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> a) Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) b) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c) Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ul style="list-style-type: none"> a) Update school personnel of the latest HR-related policies b) Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c) Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school d) Prepare and submit HR-related reports to school head/HRMO e) Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f) Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel
<p>PROPERTY CUSTODIANSHIP</p>	<ul style="list-style-type: none"> a) Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b) Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility, c) Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d) Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e.) Prepare and submit reports on all property accountability of the school.
<p>GENERAL ADMINISTRATIVE SUPPORT</p>	<ul style="list-style-type: none"> a) Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b) Assist the school planning team in the preparation of SIP/AIP.



Address: Kenram, Isulan, Sultan Kudarat

Telephone No.: (064) 471 1007

Website: skdivision.org

Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

	<p>c) Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d) Perform other functions as may be assigned by the School Head.</p>
FINANCIAL MANAGEMENT	<p>a) Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents <p>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d) Provide assistance to other financial-related task of the School Head.</p> <p>e) Perform other functions as may be assigned by the School Head.</p>

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
FINANCIAL RECORDS AND REPORTS	<p>e) Ascertain that transaction have been properly recorded in books</p> <p>f) Verify financial statements made by subordinate, verify the journal voucher</p> <p>g) Prepares adjusting entries and journal vouchers</p> <p>h) Prepares trial balances, monthly statements of income and expenditure and other financial statements;</p>
ACCOUNT TRACKING	<p>a) Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports</p> <p>b) Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records</p>
FINANCIAL TRANSACTIONS RECORDING PROCEDURES	<p>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.</p> <p>b) Provides input for improvement of accounting section</p> <p>c) Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.</p>



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: skdivision.org
Email: depedsk.r12@deped.gov.ph



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

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



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: skdivision.org
Email: depedsk.r12@deped.gov.ph



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

ADMINISTRATIVE ASSISTANT II (SENIOR HIGH SCHOOL)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SHS OPERATIONS AND LEARNER SUPPORT GROUP	<ul style="list-style-type: none">a) Provide administrative and clerical support to his/her supervisor;b) May be designated to assist either in Principal/ School Head or any of the Assistant Principals;c) May be designated as property custodian to the canteen services of the school, as deemed necessary; andd) Reports to the Assistant Principal for Operations and Learner Support and/ or Principal/ School Head.



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: skdivision.org
Email: depedsk.r12@deped.gov.ph

**CHECKLIST OF REQUIREMENTS
Nonteaching Positions**

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

	Basic Documentary Requirement	Status of Submission <small>(To be filled-out by the applicant. Check if submitted)</small>	Verification <small>(To be filled-out by the HRMO/HR Office/sub-committee)</small>	
			Status of Submission <small>(Check if complied)</small>	Remarks
A	Letter of Intent addressed to the Head of Office, or to the highest Human Resource Officer designated by the Head of Office			
B	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) & Work Experience Sheet, if applicable			
C	Photocopy of Voter's ID and/or Barangay Certificate			
D	Photocopy of valid and updated PRC License/ID			
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)			
G	Photocopy of Certificate of General Weighted Average (GWA) or its equivalent			
H	Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable, showing the duration of employment			
I	Photocopy of latest appointment (for those applying for promotion)			
J	Photocopy of certificate/s of relevant specialized trainings or professional development programs			
K	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
L	Checklist of Requirements, CAV, Data Privacy Consent Form (Annex C)			
M	Other documents as may be required for comparative assessment: 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 (j) is not relevant to the position to be filled			
N	Neuro-Psychiatric Examination Result			

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