



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



DIVISION MEMORANDUM  
 OSDS-PS No. **29** s. 2026

**ANNOUNCEMENT OF VACANT SCHOOL ADMINISTRATION POSITIONS  
 AS OF JUNE 2026**

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

1. This is to announce to the field of the following vacant school administration positions as of **June 2026**:

No.	Position Title	Monthly Salary	Salary Grade	Plantilla Item No.	Incumbent	District/School Assignment
1	School Principal III	73,303.00	21	OSEC-DECSB-SP3-840072-2022	OLINO, PRINCIPE ORION	ESPERANZA NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
2	School Principal II	66,052.00	20	OSEC-DECSB-SP2-840109-2010	SANDIGAN, VIVIAN GENOVIA	INSULAR (18-95)
3	School Principal I	59,153.00	19	OSEC-DECSB-SP1-840764-2010	LOSANES, ELISA BELENCION	INSULAR (18-95)

2. The qualification standards on the positions presented are as follows:



Address: Kenram, Isulan, Sultan Kudarat  
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Position Title <i>(Parenthetical Title if applicable)</i>	Level	Qualification Standards			
		Education	Training	Experience	Eligibility
School Principal III	SHS	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)
School Principal II	ELEM	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)





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School Principal I	ELEM	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended, Teacher
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3. 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 submitted to the school/district where the vacancy exists and the school/district shall submit requirements to the **Personnel Section** on or before **July 15, 2026** with the following attachments:

- a. Attached Initial Evaluation Result (IER) **Annex D-1** and upload the IER through this link: <https://bit.ly/46mCHsB>.
- b. Attached evidence that the vacancy was published and posted in three conspicuous places and known by other personnel.

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

- a. Letter of intent addressed to the SDS containing the following information:
  - i. Statement of purpose/expression of interest; and
  - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;





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- e. Photocopy of Certificate of Eligibility/ Rating;
- 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 duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II in Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the Individual Performance Ratings with at least **Very Satisfactory** rating.  
(Note: *The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position*);
  - a. For TEACHING POSITIONS: Performance Rating in the last rating period(s) covering THREE (3) YEARS PERFORMANCE prior to the assessment.
  - b. For SCHOOL ADMINISTRATION & RELATED TEACHING POSITIONS: Performance Rating in the latest rating period 2025-2026 covering ONE (1) YEAR PERFORMANCE prior to the assessment.
- l. 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 a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10709; and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

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. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item l), duly signed by the applicant and sworn before a public officer authorized to administer oaths. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents



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submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of an administrative or criminal case/s against the person concerned.

8. No additional documents shall be accepted after the set deadline.
9. Applicants to the position must meet the minimum requirements. Those who are not qualified shall be excluded from the screening.
10. **DepEd Order No. 07, s. 2023, DepEd Order No. 21, s. 2024, and DepEd Order No. 19, s. 2025** shall be the bases in the evaluation of documents and computation of points for the presented vacant positions.
11. The schedule for the written examination and interview for school administration positions, will be announced in a separate division issuance.
12. For widest dissemination.

**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 POSITIONS**

HBA/OSDS-PS/DM-Announcement of Vacant School Administration Positions as of June 2026/ July 06, 2026