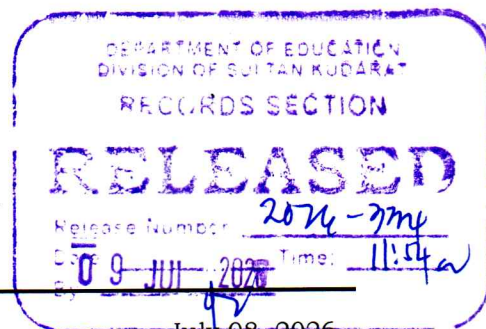




Republic of the Philippines
Department of Education
 REGION XII
 DIVISION OF SULTAN KUDARAT



Nº 196
 DIVISION MEMORANDUM
 OSDS-PS No. 196, 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 office announces 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	GUZMAN, CECILA	DIVISION OFFICE-SGOD
Administrative Assistant II	8	22,423.00	OSEC-DECSB-ADAS2-840299-2016	SABINIANO, ZAIRAH KAYE	DIVISION OFFICE-OSDS
Administrative Assistant II (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840098-2017	SENUMAGET, RAIZA ACOB	TELAFAS CS

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



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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 **July 20, 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/ requirements or those that may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.



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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. 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

HBA/OSDS-PS/DM- ANNOUNCEMENT OF VACANT NONTEACHING POSITION AS OF JUNE 2026/ July 08, 2026



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No. 136
Enclosure 1 to DM OSDS-PS No. _____ 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 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
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



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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 ASSISTANT II (SENIOR HIGH SCHOOL)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SHS OPERATIONS AND LEARNER SUPPORT GROUP	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; and d) Reports to the Assistant Principal for Operations and Learner Support and/ or Principal/ School Head. e) Process documents on personnel actions, including appointments, resignations, and other personnel actions, and provide copies to units and personnel concerned f) Provides a list of newly appointed/promoted employees. g) Process hiring requirements for the newly appointed employees.



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	<p>h) Process the retirement/ separation papers, including the benefits and terminal leave pay of retiring/resigning employees for benefits.</p> <p>i) Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS.</p> <p>j) Process the loyalty benefits</p> <p>k) Verifies and submits to the CSC and the Ombudsman the duly accomplished SALN of all employees in the SDO.</p>
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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> <ul style="list-style-type: none"> a) Preparation/maintenance of registries of allotment and obligations b) Preparation of financial and accountability reports and maintenance of subsidiary ledgers c) Preparation of liquidation of cash advances Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) d) 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 division e) Preparation of Monthly Summary of Cash Advances Received, f) 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> <ul style="list-style-type: none"> a) Assist in the conduct of orientations and workshops on the budgeting system b) Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> a) Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets b) Provide clerical support in the preparation of budget proposals c) Act as Liaison Officer to DBM NEDA and other oversight bodies d) Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) e) Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p>



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	<ul style="list-style-type: none">a) Assist in gathering of data needed in the preparation of cost efficiency computationsb) Prepare data needed to approve obligation requestsc) Gather data needed to evaluate and prepare status report on budget utilizationd) Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none">a) Gather data needed in the preparation of budget accountability reports
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CHECKLIST OF REQUIREMENTS Nonteaching Positions

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 <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.

Subscribed and sworn to before me this _____ day of _____, year _____.

Name and Signature of Applicant

Person Administering Oath