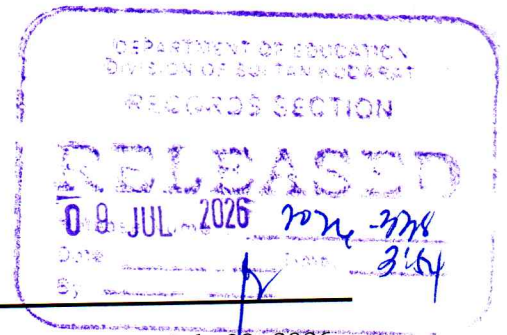




Republic of the Philippines
Department of Education
 REGION XII
 DIVISION OF SULTAN KUDARAT



July 09, 2026

DIVISION MEMORANDUM
 OSDS-PS No. **138** s. 2026

No

ANNOUNCEMENT OF VACANT NONTEACHING POSITION 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 position as of **June 2026**:

| Position | Salary Grade | Monthly Salary | Plantilla Item No. | Incumbent | District/School Assignment |
|----------------------|--------------|----------------|-----------------------------|----------------------------|--|
| PLANNING OFFICER III | 18 | 53,818.00 | OSEC-DECSB-PLO3-840136-2014 | BALUBUGAN, BAIPINA MAKAYAO | SCHOOL GOVERNANCE AND OPERATIONS DIVISION-SDO SULTAN KUDARAT |

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 **July 21, 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



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



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- 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.
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.



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/ July 09, 2026



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Enclosure 1 to DM OSDS-PS No. **138** s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

| Position Title (Parenthetical Title if applicable) | Qualification Standards | | | |
|--|---|------------------------------------|--------------------------------------|--|
| | Education | Training | Experience | Eligibility |
| PLANNING OFFICER III | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Appropriate Eligibility for Second Level Position |



Republic of the Philippines
Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

GENERAL DUTIES AND RESPONSIBILITIES

| PLANNING OFFICER III | |
|--|---|
| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
| PLANS AND BUDGET | <ul style="list-style-type: none"> a) Prepare analyzed data, statistics, and performance reports as inputs to the division's strategic education plan (Division Education Development Plan) and operation plan (Annual Implementation Plan) b) Coordinate the preparation and submission of a status and progress report on plan implementation to inform management on action needed towards plan accomplishment. c) Coordinate the preparation of the initial draft of the strategic plan of the schools division (DEDP) by the Division Planning Team. d) Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments based on the output of the Division Planning Team for review of the Chief Governance and Operation and approval of the SDS. e) Provide inputs on the budgetary requirements of the Annual Plan and in the preparation of the Budget Accountability Reports (BAR) together with the Budget Officer. f) Recommend strategy for the equitable distribution of critical resources (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) for management decision. g) Provide technical support to the Division Planning Team in the preparation of the Annual Accomplishment Report of the schools division for submission to Regional Management. |
| BASIC EDUCATION INFORMATION SYSTEM (E-BEIS) MAINTENANCE AND REPORT GENERATION | <ul style="list-style-type: none"> a) Review and analyze education data (e.g. performance indicators, resource requirements) and its implications to education management and operation as basis for setting targets, defining strategies, and selecting/ designing programs. b) Prepare a summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) as inputs to budgeting and resource mobilization. c) Validate statistical reports of Schools Division, schools and learning centers by checking historical records, related documents and triangulating with other data source, to ensure accuracy of data. d) Generate data and reports on the School Division basic education data/ information and provide to internal and external stakeholders e) Prepare reports related to planning as may be required by the Central and Regional Offices, and other partner organizations f) Assist in designing, coordinating and implementing policy and planning research studies as identified by M&E reports, TA reports, the management of the schools division, schools and learning centers. |



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DIVISION OF SULTAN KUDARAT

| | |
|-----------------------------|---|
| CAPACITY BUILDING | <ul style="list-style-type: none">a) Design and implement training program for the management of Schools Division Office, schools and learning centers to capacitate or enable them to operate and utilize web – based systems to generate information for planning and decision making.b) Provide continuing technical support to users of the web-based education information system (eBEIS) by responding to their queries and coaching them on its maintenance and utilization |
| TECHNICAL ASSISTANCE | <ul style="list-style-type: none">a) Provide Technical Assistance to schools and learning centres by responding to the identified needs in relation to planning and other matters on governance and operations |



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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.

Name and Signature of Applicant

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

Person Administering Oath