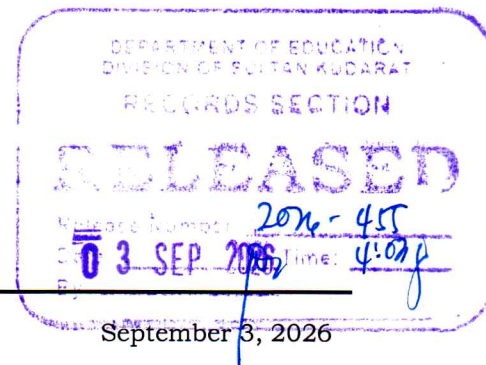




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



September 3, 2026

Nº .

DIVISION MEMORANDUM
OSDS-PS No. **175**, s. 2026

ANNOUNCEMENT OF VACANT NONTTEACHING POSITIONS AS OF AUGUST 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 the existence of the following vacant nonteaching positions as of **August 2026**:

Position	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
Accountant III	19	59,153.00	OSEC-DECSB-A3-840135-2014	ASUNCION, NOLI MANZANO	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT-SDO SULTAN KUDARAT
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	CECILIA GUZMAN	DIVISION OFFICE-SGOD
Administrative Officer IV (Administrative Officer II)	15	40,208.00	OSEC-DECSB-ADOF4-840003-2025	NEW VACANT POSITION	SDO-PROCUREMENT
Administrative Assistant III - (Senior Bookkeeper)	9	24,329.00	OSEC-DECSB-ADAS3-840090-2017	MARQUEZ, JUNNA MARIE ASIS	ELEMENTARY-SDO SULTAN KUDARAT
Administrative Assistant III (Senior Bookkeeper)	9	24,329.00	OSEC-DECSB-ADAS3-840132-2017	DIYO, CRISTINE JOY QUIÑOPA	PURIKAY NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT



Address: Kenram, Isulan, Sultan Kudarat
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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-ADAS2-840115-2017	ENOG, MUHAJIREE N DACULA	ELEMENTARY-SDO SULTAN KUDARAT
Administrative Assistant II - (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840110-2017	ESCAPE, EVELYN ESTE	ELEMENTARY-SDO SULTAN KUDARAT
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 (Disbursing Officer II)	8	22,423.00	OSEC-DECSB-ADAS2-840098-2017	SENUMAGET, RAIZA ACOB	TELAFAZ CS

2. 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 submit requirements to the **Personnel Section** on or before **September 17, 2026**.

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

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



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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:
ROBERTO J. MONTERO, 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. Applicants who fail 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.



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8. The schedule of the Recruitment, Selection, and Promotion (RSP) Board will be the following:

Date	Activity
September 17, 2026	Deadline of submission
September 29, 2026	Deliberation of applicants' documents
October 7-8, 2026	Examination and Behavioral Event Interview
October 22, 2026	Open Ranking
October 27, 2026	Posting of Comparative Assessment Results

9. Widest dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

By Authority of the Schools Division Superintendent

MOHALDIN M. SUAEB

Chief Education Supervisor
Under-Ed-Office
Office of the Assistant Schools Division Superintendent

Enclosure: as stated
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

NONTEACHING

VACANT POSITIONS

HBA/OSDS-PS/DM- ANNOUNCEMENT OF VACANT NONTEACHING POSITIONS AS OF AUGUST 2026/ September 3, 2026



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Enclosure 1 to DM OSDS-PS No. **175** s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

Position Title (Parenthetical Title if applicable)	Qualification Standards			
	Education	Training	Experience	Eligibility
Accountant III	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of training	2 years of relevant experience	RA 1080 (CPA)
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant Experience	RA1080 (Dentist)
Administrative Officer IV (Administrative Officer II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	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



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GENERAL DUTIES AND RESPONSIBILITIES

ACCOUNTANT III	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
FINANCIAL RECORDS AND REPORTS	a) Analyze and verify consolidated financial statements, supporting schedules, and reports of the Division Office and Implementing Units (IU) by examining the accuracy, validity, and appropriateness of income, expenditure, and other transactions and checking the proper recording of such in the respective book of accounts to provide management with reliable and timely reports for making informed decisions and proper utilization of government funds for basic education. b) Reviews and monitors periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers and the related account schedules to check status and quality-assure entries. Coordinates with RO and CO and other oversight/regulatory agencies on fund releases and other reportorial requirements to ensure compliance in financial recording and reporting c) Prepares replies to Audit Observation Memorandum (AOM), requests and endorsements, and other communications from other agencies
FINANCIAL SYSTEMS MAINTENANCE	a) Develops/ reviews and recommends for approval and issuance memos and guidelines related to the financial system implementation and maintenance to guide personnel utilizing the system. b) Conduct periodic review of the financial systems implemented in the schools division, schools, and learning centers by gathering feedback and checking adherence to procedures in order to recommend to DepED finance and other oversight agencies (COA, DBM, DOF, etc.) system improvements and enhancements for effective downloading as well as internal control and safeguarding of government funds. c) Develop and issue reference materials and handbooks to make easy the implementation of the system in the SDO.
MONITORING AND EVALUATION	a) Monitor delivery of Funding Requirements of the SDO, schools and learning centers to ensure timely provision of financial resource to support the programs, projects and activities for basic education. b) Monitor and evaluate the liquidation reports on downloaded or funds transferred to the accountable offices (schools and IUs) by checking and verifying the validity of the disbursements relative to the existing rules and regulations to properly account for utilization of government funds c) Reviews the existence of accounts payable/unpaid obligations to facilitate processing of claims on government obligations to internal and external stakeholders d) Reviews the safekeeping of accounting records, documents, correspondence, and reports, and ensures maximum security and systematic compilation of various accounting information



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TECHNICAL ASSISTANCE	a) Provides technical assistance to schools division office management, school heads, and accountable personnel by coaching and serving as resource speaker on accounting and other finance related training workshops to enable them to follow financial policies, guidelines, procedures towards proper utilization, safeguarding, and reporting of funds. b) Provides technical assistance and supervises special disbursing officers and bookkeepers of schools to enable them to properly implement the financial systems. c) Provides technical assistance to the SDS and ASDS with regular feedback and updates the budget allocation and status of expenditures of each division or unit in the SDO.
ACCOUNTING SERVICES PERFORMANCE	a) Ensure timely submission of all financial reports to overseeing body b) Prepare and manage the budget for accounting services resource requirements and submits this to be part of the Office of the SDS/Schools Division Budget. c) Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets. d) Submits accomplishment report of accounting services to inform SDO management of progress, issues, and challenges for corrective action e) Conduct performance appraisal feedback and ratings on direct reports towards continues improvement of performance. f) Prepares and implements a Professional Development Plan for accounting services personnel to ensure continuous learning and professional competence g) Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. h) Conducts regular Meetings of the accounting services for regular updates and work coordination. i) Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems j) Coordinate with other government agencies/overseeing bodies



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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.



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ADMINISTRATIVE OFFICER IV (Administrative Officer II)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PROCUREMENT PLANNING	- Assist the end-user units in the preparation of their procurement documents - Conduct quarterly end-user interface - Assist and review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE - Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units
PROCUREMENT PROCESS MANAGEMENT	- Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system - Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures. - Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings - Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents - Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan - Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned - Oversee the dissemination of procurement documents to suppliers, contractors and consultants - Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices
PROCUREMENT CONTRACTS MANAGEMENT	- Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks - Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office - Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts
PROCUREMENT MONITORING AND EVALUATION	- Assist in the preparation of Inspection Order to be issued by the Schools Division Superintendent (SDS) or the Head of the Administrative Unit, as may be authorized by the SDS, by providing the particulars of the project and items for inspection - Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI



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	• Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures; • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements) • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants
SECONDARY DUTIES	• Perform other functions as may be assigned by the Head of Office

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
FINANCIAL RECORDS AND REPORTS	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	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	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 OFFICER IV (PROCUREMENT)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PROCUREMENT PLANNING	- Assist the end-user units in the preparation of their procurement documents - Conduct quarterly end-user interface - Assist and review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE - Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units
PROCUREMENT PROCESS MANAGEMENT	- Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system - Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures. - Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings - Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents - Post and/or advertise request for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan - Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned - Oversee the dissemination of procurement documents to suppliers, contractors and consultants - Gather data and assist in the preparation of the monthly, quarterly, annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices
PROCUREMENT CONTRACTS MANAGEMENT	- Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks - Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office - Coordinate with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts
PROCUREMENT MONITORING AND EVALUATION	- Assist in the preparation of Inspection Order to be issued by the Schools Division Superintendent (SDS) or the Head of the Administrative Unit, as may be authorized by the SDS, by providing the particulars of the project and items for inspection - Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI



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	• Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures; • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements) • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants
SECONDARY DUTIES	• Perform other functions as may be assigned by the Head of Office

ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCOUNTING SERVICES	Assist the Senior Bookkeeper/School Head in the performance of the following: - Preparation/maintenance of registries of allotment and obligations - Preparation of financial and accountability reports and maintenance of subsidiary ledgers - Preparation 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 division - Preparation 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	Budgeting System - Assist in the conduct of orientations and workshops on the budgeting system - Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. Budget Preparation - Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets - Provide clerical support in the preparation of budget proposals - Act as Liaison Officer to DBM NEDA and other oversight bodies - Respond 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 Budget Execution - Assist in gathering of data needed in the preparation of cost efficiency computations



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	b) Prepare data needed to approve obligation requests c) Gather data needed to evaluate and prepare status report on budget utilization d) Prepares documents to approve fund transfer to other operating units Budget Accountability and Reports a) Gather data needed in the preparation of budget accountability reports
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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.

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 (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	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