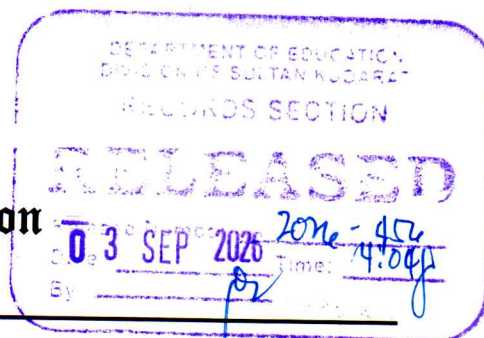




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



September 3, 2026

DIVISION MEMORANDUM
OSDS-PS No. **176**, s. 2026

No.

ANNOUNCEMENT OF VACANT NONTeaching 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**:

No.	Position Title	Monthly Salary	Salary Grade	Item No.	Name of Incumbent	District/ School Assignment
1	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840296-2026	New Item	Division Wide
2	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840297-2026	New Item	Division Wide
3	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840298-2026	New Item	Division Wide
4	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840299-2026	New Item	Division Wide
5	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840300-2026	New Item	Division Wide
6	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840301-2026	New Item	Division Wide
7	Administrative Officer II	31,705.00	11	OSEC-DECSB-ADOF2-840302-2026	New Item	Division Wide



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



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DIVISION OF SULTAN KUDARAT

	(Administrative Officer I)					
8	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840303-2026	New Item	Division Wide
9	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840304-2026	New Item	Division Wide
10	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840305-2026	New Item	Division Wide
11	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840306-2026	New Item	Division Wide
12	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840307-2026	New Item	Division Wide
13	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840308-2026	New Item	Division Wide
14	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840309-2026	New Item	Division Wide
15	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840310-2026	New Item	Division Wide
16	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840311-2026	New Item	Division Wide
17	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840312-2026	New Item	Division Wide
18	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840313-2026	New Item	Division Wide
19	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840314-2026	New Item	Division Wide



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20	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840315-2026	New Item	Division Wide
21	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840316-2026	New Item	Division Wide
22	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840317-2026	New Item	Division Wide
23	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840318-2026	New Item	Division Wide
24	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840319-2026	New Item	Division Wide
25	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840320-2026	New Item	Division Wide
26	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840321-2026	New Item	Division Wide
27	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840322-2026	New Item	Division Wide
28	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840323-2026	New Item	Division Wide
29	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840324-2026	New Item	Division Wide
30	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840325-2026	New Item	Division Wide
31	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840326-2026	New Item	Division Wide
32	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840327-2026	New Item	Division Wide



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33	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840328-2026	New Item	Division Wide
34	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840329-2026	New Item	Division Wide
35	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840330-2026	New Item	Division Wide
36	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840331-2026	New Item	Division Wide
37	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840332-2026	New Item	Division Wide
38	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840333-2026	New Item	Division Wide
39	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840334-2026	New Item	Division Wide
40	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840335-2026	New Item	Division Wide
41	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840336-2026	New Item	Division Wide
42	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840337-2026	New Item	Division Wide
43	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840338-2026	New Item	Division Wide
44	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840339-2026	New Item	Division Wide
45	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840340-2026	New Item	Division Wide



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46	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840341-2026	New Item	Division Wide
47	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840342-2026	New Item	Division Wide
48	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840343-2026	New Item	Division Wide
49	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840344-2026	New Item	Division Wide
50	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840345-2026	New Item	Division Wide
51	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840346-2026	New Item	Division Wide
52	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840347-2026	New Item	Division Wide
53	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840348-2026	New Item	Division Wide
54	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840349-2026	New Item	Division Wide
55	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840350-2026	New Item	Division Wide
56	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840351-2026	New Item	Division Wide
57	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840352-2026	New Item	Division Wide
58	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840353-2026	New Item	Division Wide



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59	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840354-2026	New Item	Division Wide
60	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840355-2026	New Item	Division Wide
61	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840356-2026	New Item	Division Wide
62	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840357-2026	New Item	Division Wide
63	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840358-2026	New Item	Division Wide
64	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840359-2026	New Item	Division Wide
65	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840360-2026	New Item	Division Wide
66	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840361-2026	New Item	Division Wide
67	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840362-2026	New Item	Division Wide
68	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840363-2026	New Item	Division Wide
69	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840364-2026	New Item	Division Wide
70	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840365-2026	New Item	Division Wide
71	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840366-2026	New Item	Division Wide



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72	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840367-2026	New Item	Division Wide
73	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840368-2026	New Item	Division Wide
74	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840369-2026	New Item	Division Wide
75	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840370-2026	New Item	Division Wide
76	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840371-2026	New Item	Division Wide
77	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840372-2026	New Item	Division Wide
78	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840373-2026	New Item	Division Wide
79	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840374-2026	New Item	Division Wide
80	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840375-2026	New Item	Division Wide
81	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840376-2026	New Item	Division Wide
82	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840377-2026	New Item	Division Wide
83	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840378-2026	New Item	Division Wide
84	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840379-2026	New Item	Division Wide



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85	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840380-2026	New Item	Division Wide
86	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840381-2026	New Item	Bagumbayan National High School-Masiag Annex-Bagumbayan
87	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840382-2026	New Item	Sumilil National High School-Bagumbayan
88	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840384-2026	New Item	Telafas National High School-Datalblao National High School Annex-Columbio
89	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840383-2026	New Item	Upper Bunawan Integrated School-Columbio
90	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840385-2026	New Item	Esperanza National High School-Salumping National High School Annex-Esperanza
91	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840386-2026	New Item	Villa Clara National High School-Isulan
92	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840391-2026	New Item	Datu Wasay National High School-Kalamansig
93	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840389-2026	New Item	Kalamansig National High School-Sabanal National High School Annex-Kalamansig
94	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840392-2026	New Item	Sangay National High School-Kalamansig



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95	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840387-2026	New Item	Datu Bak-Bak Apang Integrated School-Kalamansig
96	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840388-2026	New Item	Sabanal Integrated School-Kalamansig
97	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840390-2026	New Item	Datu Etang Integrated School-Kalamansig
98	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840397-2026	New Item	Keytodac National High School-Lebak
99	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840398-2026	New Item	Lebak National High School-Lebak
100	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840399-2026	New Item	Lebak National High School-Mangudadatu Annex-Lebak
101	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840396-2026	New Item	Capilan Integrated School-Lebak Central
102	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840400-2026	New Item	De Leon Integrated School (Nabagbag Integrated School-Lebak West
103	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840401-2026	New Item	Kalibuhan National High School-Palimbang
104	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840394-2026	New Item	Langgal National High School-Datu Ampak U. Kawan Annex-Sen. Ninoy Aquino



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105	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840393-2026	New Item	Kuden National High School-Sen. Ninoy Aquino
106	Administrative Officer II (Administrative Officer I)	31,705.00	11	OSEC-DECSB-ADOF2-840395-2026	New Item	Langgal National High School-Sen. Ninoy Aquino

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 residing in the barangay or nearby barangays where the vacancy exists.

5. The following are the documentary requirements to be submitted by the applicants using a **yellow folder** following the sequence and with **cover page and 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



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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:
- 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
 - 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. All applicants are required to register through the link: <https://forms.cloud.microsoft/r/j81Zq0zNxM> before submitting the documents to the Personnel Section. Applicants must provide the required information in accordance with the documentary requirements submitted.

8. **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.

9. 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

10. Widest dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

By Authority of the Schools Division Superintendent

Enclosure: as stated
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

NONTEACHING

VACANT POSITIONS

MOHALIDIN M. SUAEB
Chief Education Supervisor
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

HBA/OSDS-PS/DM- ANNOUNCEMENT OF VACANT NONTEACHING POSITION AS OF AUGUST 2026/ September 03, 2026



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Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

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
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility



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GENERAL DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PERSONNEL ADMINISTRATION	Recruitment and Selection 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: 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 Personnel Records 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 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. Compensation and Benefits 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 Other HR-related functions 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



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	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
PROPERTY CUSTODIANSHIP	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.
GENERAL ADMINISTRATIVE SUPPORT	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. c) Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d) Perform other functions as may be assigned by the School Head.
FINANCIAL MANAGEMENT	a) Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the 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.

Name and Signature of Applicant

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

Person Administering Oath