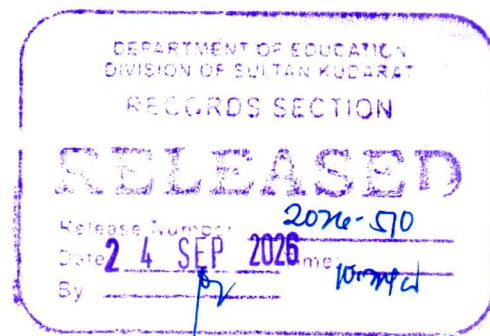




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



September 24, 2026

**Nº** DIVISION MEMORANDUM  
OSDS-PS No. 198, s. 2026

**ANNOUNCEMENT OF VACANT NONTEACHING POSITIONS AS OF SEPTEMBER 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 vacancies for nonteaching positions as of **September 2026**:

| No. | Position Title                | Monthly Salary | Salary Grade | Item No.                    | Name of Incumbent | Station                                                      | Clustered Schools     |                      |
|-----|-------------------------------|----------------|--------------|-----------------------------|-------------------|--------------------------------------------------------------|-----------------------|----------------------|
| 1   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840195-2026 | NEW ITEM          | Busok ES-Bagumbayan I                                        | Kinayao ES            | B. Venus ES          |
| 2   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840196-2026 | NEW ITEM          | Bai Saripinang Elementary School-Bagumbayan II               | Dawing ES             | South Sepaka ES      |
| 3   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840197-2026 | NEW ITEM          | Ala Central School-Esperanza II                              | Laguinding ES         | R Latog ES           |
| 4   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840198-2026 | NEW ITEM          | Isulan Central School SPED Center-Isulan Central             | PC Bayanihan ES       | Dansuli ES           |
| 5   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840199-2026 | NEW ITEM          | Datu Guiabar Pilot School-Kalamansig I                       | Teresita Patlinjug ES | Artemio L. Martin IS |
| 6   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840200-2026 | NEW ITEM          | Pag-asa Elementary School-Kalamansig II                      | Fb Concha ES          | Limulan IS           |
| 7   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840201-2026 | NEW ITEM          | Bugso ES-Kulaman I (Sen. N. Aquino)                          | Bugso NHS             | Balite ES            |
| 8   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840202-2026 | NEW ITEM          | Kulaman Central Elementary School-Kulaman I (Sen. N. Aquino) | Manobo Village ES     | Raja Muda ES         |
| 9   | Project Development Officer I | 31,705.00      | 11           | OSEC-DECSB-PDO1-840203-2026 | NEW ITEM          | Ragandang IS-Lambayong III                                   | De Leon IS            | Guintales IS         |



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|    |                               |           |    |                             |          |                                               |                   |                        |
|----|-------------------------------|-----------|----|-----------------------------|----------|-----------------------------------------------|-------------------|------------------------|
| 10 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840204-2026 | NEW ITEM | Villamnte ES-Lebak Central                    | Villamonte NHS    | Dimapitan IS           |
| 11 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840205-2026 | NEW ITEM | San Roque Elementary School-Palimbang II      | Kolong-kolong IS  | Datu Sangkulan Mala ES |
| 12 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840206-2026 | NEW ITEM | Katiku Central School-Pres. Quirino North     | Sinakulay ES      | Tual ES                |
| 13 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840194-2025 | NEW ITEM | Bagumbayan National High School-Bagumbayan    | Don J Buencamin o | Dorin ES               |
| 14 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840207-2025 | NEW ITEM | Dante Integrated School-Bagumbayan            | Daluga ES         | Sian                   |
| 15 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840208-2025 | NEW ITEM | Laquicon Integrated School-Bagumbayan         | Santo Nino ES     | Tulale ES              |
| 16 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840209-2025 | NEW ITEM | Cumbio National High School-Cumbio            | Mayo IS           | Maligaya IS            |
| 17 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840210-2025 | NEW ITEM | Telfas National High School-Cumbio            | Libertad ES       | Lasak ES               |
| 18 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840211-2025 | NEW ITEM | Esperanza National High School-Esperanza      | Villamor ES       | Doroteo Pastor ES      |
| 19 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840212-2025 | NEW ITEM | New Panay National High School-Esperanza      | New Panay ES      | Guimalia ES            |
| 20 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840213-2025 | NEW ITEM | Marawir Integrated School-Esperanza           | Abang ES          | Salumping ES           |
| 21 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840214-2025 | NEW ITEM | Sultan Sinangayan Integrated School-Esperanza | Kabalian ES       | Numo ES                |
| 22 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840215-2025 | NEW ITEM | Isulan National High School-Isulan            | Kalawag III ES    | Arsenio ES             |
| 23 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840216-2025 | NEW ITEM | Laguilayan National High School-Isulan        | New Egana ES      | Kamanga ES             |



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|----|-------------------------------|-----------|----|-----------------------------|----------|----------------------------------------------------------------------------------------|----------------------|------------------|
| 24 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840217-2025 | NEW ITEM | Kalamansig National High School-Kalamansig                                             | Don Modesto ES       | Sta Maria ES     |
| 25 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840218-2025 | NEW ITEM | Sta. Clara National High School-Kalamansig                                             | Datu Sangkupan ES    | Malanut ES       |
| 26 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840219-2025 | NEW ITEM | Midtungok Integrated School-Kulaman I (Sen. N. Aquino)                                 | Nati ES              | Datu Gas ES      |
| 27 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840224-2025 | NEW ITEM | Kapingkong National High School-Lambayong                                              | Kapingkong CES       | Kapingkong ES    |
| 28 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840223-2025 | NEW ITEM | Lambayong National High School(formerly Mariano Marcos National High School)-Lambayong | Bilumin ES           | Didtaras ES      |
| 29 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840226-2025 | NEW ITEM | Lambayong National High School (Mariano Marcos) Pimbalayan High School Annex-Lambayong | Pimbalayan ES        | Baumol ES        |
| 30 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840225-2025 | NEW ITEM | Palumbe Integrated School-Lambayong                                                    | Lilit ES             | Matiompong ES    |
| 31 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840228-2025 | NEW ITEM | E. Arcaño Memorial National High School(Basak National High School)-Lebak              | F. Parohinog Sr. MES | Kimakang ES      |
| 32 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840227-2025 | NEW ITEM | Keytodac National High School-Lebak                                                    | Keytodac CES         | S.A Balabagan ES |
| 33 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840230-2025 | NEW ITEM | Lebak Legislated National High School-Lebak                                            | Poblacion I ES       | Salaman NHS      |
| 34 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840229-2025 | NEW ITEM | Tapudi Integrated School-Lebak East                                                    | Babato ES            | Kiaray ES        |
| 35 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840231-2025 | NEW ITEM | Lutayan National High School-Lutayan                                                   | Mamali ES            | Mangandog ES     |



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|----|-------------------------------|-----------|----|-----------------------------|----------|-------------------------------------------------------------|----------------|---------------------|
| 36 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840232-2025 | NEW ITEM | Palavilla Integrated School-Lutayan                         | R Lacamento ES | Quevedo Baptista ES |
| 37 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840238-2025 | NEW ITEM | Sisiman Integrated School-Lutayan                           | Sumapal ES     | Tananzan g ES       |
| 38 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840235-2025 | NEW ITEM | Milbuk National High School-Palimbang                       | Milbuk CES     | Baliango ES         |
| 39 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840234-2025 | NEW ITEM | Palimbang National High School-Palimbang                    | Kanipaan ES    | Dumolol IS          |
| 40 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840233-2025 | NEW ITEM | Langali Integrated School-Palimbang                         | Wasag ES       | Imam Adil IS        |
| 41 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840236-2025 | NEW ITEM | Kalanawe II National High School-Pres. Quirino              | Kalanawe I ES  | Kalanawe II ES      |
| 42 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840237-2025 | NEW ITEM | President Quirino National High School-Pres. Quirino        | Suben ES       | Pedtubo ES          |
| 43 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840221-2025 | NEW ITEM | Langgal National High School-Gapok Annex-Sen. Ninoy Aquino  | Gapok CES      | Limuhay ES          |
| 44 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840222-2025 | NEW ITEM | Langgal National High School-Sen. Ninoy Aquino              | Laggal ES      | Lagubang ES         |
| 45 | Project Development Officer I | 31,705.00 | 11 | OSEC-DECSB-PDO1-840220-2025 | NEW ITEM | Senator Ninoy Aquino National High School-Sen. Ninoy Aquino | Kuden NHS      | Kuden ES            |

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 Standards must have their documents received by the Records Section and submit requirements to the **Personnel Section** on or before **October 5, 2026**.

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



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4. Preference will be given to interested applicants who possess courses related to the position being applied for and reside 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 **pink folder**, following the sequence with a **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 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.



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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.

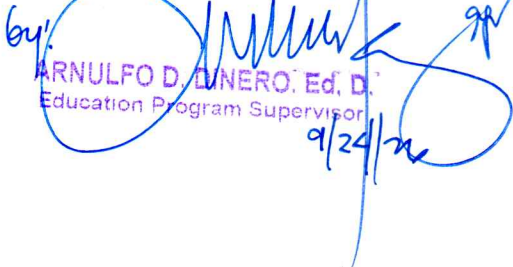
8. **DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis for the evaluation of documents and computation of points for the presented vacant positions.

9. The timeline of the hiring process for the above-mentioned positions are as follows:

| Date               | Activity                                         |
|--------------------|--------------------------------------------------|
| September 24, 2026 | Publication                                      |
| October 5, 2026    | Deadline for submission of application documents |
| October 15, 2026   | Initial evaluation of documents                  |
| October 22, 2026   | Examination and Behavioral Event Interview       |
| October 28, 2026   | Open Ranking                                     |
| November 3, 2026   | Posting of CAR/Final Deliberation                |
| November 4, 2026   | Selection and Appointment                        |

10. Widest dissemination of this Memorandum is desired.

**ROBERTO J. MONTERO, CESO V**  
Schools Division Superintendent

by:   
**ARNULFO D. DINERO, Ed. D.**  
Education Program Supervisor  
9/24/26

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 Position as of September 2026/ September 24, 2026



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



Republic of the Philippines  
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Enclosure 1 to **DM** OSDS-PS No. **190** s. 2026

**CSC PRESCRIBED QUALIFICATION STANDARDS**

| Position Title<br>(Parenthetical Title<br>if applicable) | Qualification Standards                  |                  |               |                                                                 |
|----------------------------------------------------------|------------------------------------------|------------------|---------------|-----------------------------------------------------------------|
|                                                          | Education                                | Training         | Experience    | Eligibility                                                     |
| Project Development<br>Officer I                         | Bachelor's degree<br>relevant to the job | None<br>required | None required | Career Service<br>(Professional)<br>Second Level<br>Eligibility |



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**GENERAL DUTIES AND RESPONSIBILITIES**

| <b>PROJECT DEVELOPMENT OFFICER I</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KEY RESULT AREA/S</b>                     | <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>PROGRAM MANAGEMENT AND IMPLEMENTATION</b> | <ol style="list-style-type: none"><li>1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head:<ol style="list-style-type: none"><li>a. Prepare and submit a plan to execute the programs, projects, and activities at the school level anchored on DepEd policies and guidelines</li><li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li><li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li><li>d. Facilitate and monitor the conduct of programs, projects, and activities in the school and regularly report to the School Head about the status of implementation</li><li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li><li>f. Prepare and submit relevant reports</li></ol></li><li>2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li></ol> |
| <b>PROGRAM COORDINATION AND PARTNERSHIPS</b> | <ol style="list-style-type: none"><li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities</li><li>2. Assist in mobilizing the support of the school community and other stakeholders in implementing the programs</li><li>3. Prepare communications and correspondence to the concerned School stakeholders</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ADVOCACY</b>                              | <ol style="list-style-type: none"><li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the school community on the programs</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SECONDARY DUTIES</b>                      | <ol style="list-style-type: none"><li>1. As may be assigned by the Supervisor</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |