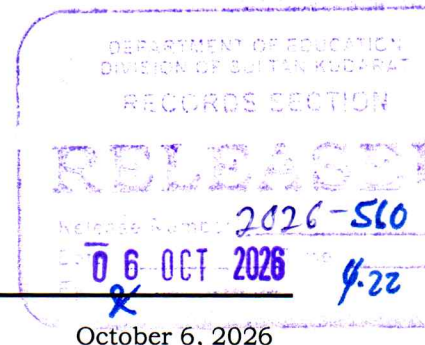




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



October 6, 2026

Nº. DIVISION MEMORANDUM  
OSDS-PS No. **212** s. 2026

**ANNOUNCEMENT OF VACANT NONTEACHING POSITIONS AS OF OCTOBER 2026**

To: OIC-Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Public Schools District Supervisors / Principals In-charge  
Elementary and Secondary School Heads  
All Interested Applicants  
This Division

1. This Office announces the following vacant nonteaching positions as of **October 2026**:

| POSITION                                              | Salary Grade | Monthly Salary | Plantilla Item No.           | Incumbent                   | District/School Assignment |
|-------------------------------------------------------|--------------|----------------|------------------------------|-----------------------------|----------------------------|
| DENTIST II                                            | 17           | 49,562.00      | OSEC-DECSB-DENT2-750040-1998 | GENTOLEA, MERLYN EUMAG      | DIVISION OFFICE-SGOD       |
| DENTIST II                                            | 17           | 49,562.00      | OSEC-DECSB-DENT2-750039-1998 | CECILA GUZMAN               | DIVISION OFFICE-SGOD       |
| ADMINISTRATIVE ASSISTANT II                           | 8            | 22,423.00      | OSEC-DECSB-ADAS2-840312-2016 | LEGARIO, LARA JEAN MADRES   | OSDS                       |
| ADMINISTRATIVE ASSISTANT II - (DISBURSING OFFICER II) | 8            | 22,423.00      | OSEC-DECSB-ADAS2-840120-2017 | CACHERO, JENNY ROSE DOMINGO | ESPERANZA I                |

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,



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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 **October 19, 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:  
**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.

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.



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

| Date             | Activity                                         |
|------------------|--------------------------------------------------|
| October 6, 2026  | Publication                                      |
| October 15, 2026 | Deadline for submission of application documents |
| October 20, 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                        |

9. For widest dissemination of this Memorandum is desired.

  
**ROBERTO J. MONTERO, 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 October 2026/ October 6, 2026



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Enclosure 1 to DM OSDS-PS No. **212** s. 2026

**CSC PRESCRIBED QUALIFICATION STANDARDS**

| Position Title<br>(Parenthetical Title<br>if applicable)     | Qualification Standards                           |                                    |                                     |                                                                    |
|--------------------------------------------------------------|---------------------------------------------------|------------------------------------|-------------------------------------|--------------------------------------------------------------------|
|                                                              | Education                                         | Training                           | Experience                          | Eligibility                                                        |
| Dentist II                                                   | Doctor of Dental<br>Medicine or Dental<br>Surgery | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>Experience | RA1080 (Dentist)                                                   |
| Administrative<br>Assistant II<br>(Disbursing Officer<br>II) | Completion of Two<br>Years studies in College     | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>experience | Career Service<br>(Sub Professional)<br>First Level<br>Eligibility |
| Administrative<br>Assistant II                               | Completion of Two<br>Years studies in College     | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>experience | Career Service<br>(Sub Professional)<br>First Level<br>Eligibility |



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**GENERAL DUTIES AND RESPONSIBILITIES**

| <b>DENTIST II</b>                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KEY RESULT AREA/S</b>                                               | <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>DENTAL HEALTH PROGRAM AND SERVICES</b>                              | <ul style="list-style-type: none"><li>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.</li><li>b) Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office.</li><li>c) Prepares and submits periodic reports of accomplishments in Dental Health Care Programs.</li></ul> |
| <b>NUTRITION PROGRAM SERVICE (WITH EMPHASIS ON DENTAL HEALTH CARE)</b> | <ul style="list-style-type: none"><li>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.</li><li>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.</li></ul>                                                                                                                                       |
| <b>PARTNERSHIP</b>                                                     | <ul style="list-style-type: none"><li>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.</li></ul>                                                                                                                                                                                                                                                                                                           |



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| <b>ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KEY RESULT AREA/S</b>                                   | <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ACCOUNTING SERVICES</b>                                 | <p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> <li>a) Preparation/maintenance of registries of allotment and obligations</li> <li>b) Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>c) Preparation of liquidation of cash advances Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>d) Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division</li> <li>e) Preparation of Monthly Summary of Cash Advances Received,</li> <li>f) Liquidated and Balances Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>BUDGETING SERVICES</b>                                  | <p><b>Budgeting System</b></p> <ul style="list-style-type: none"> <li>a) Assist in the conduct of orientations and workshops on the budgeting system</li> <li>b) Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ul> <p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>a) Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> <li>b) Provide clerical support in the preparation of budget proposals</li> <li>c) Act as Liaison Officer to DBM NEDA and other oversight bodies</li> <li>d) Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> <li>e) Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ul> <p><b>Budget Execution</b></p> <ul style="list-style-type: none"> <li>a) Assist in gathering of data needed in the preparation of cost efficiency computations</li> <li>b) Prepare data needed to approve obligation requests</li> <li>c) Gather data needed to evaluate and prepare status report on budget utilization</li> <li>d) Prepares documents to approve fund transfer to other operating units</li> </ul> <p><b>Budget Accountability and Reports</b></p> <ul style="list-style-type: none"> <li>a) Gather data needed in the preparation of budget accountability reports</li> </ul> |



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| ADMINISTRATIVE ASSISTANT II (SENIOR HIGH SCHOOL)                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KEY RESULT AREA/S                                               | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SHS<br/>OPERATIONS<br/>AND LEARNER<br/>SUPPORT<br/>GROUP</b> | <ul style="list-style-type: none"><li>a) Provide administrative and clerical support to his/her supervisor;</li><li>b) May be designated to assist either in Principal/ School Head or any of the Assistant Principals;</li><li>c) May be designated as property custodian to the canteen services of the school, as deemed necessary; and</li><li>d) Reports to the Assistant Principal for Operations and Learner Support and/ or Principal/ School Head.</li></ul> |