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

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
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By:

November 16, 2026

No. 252
DIVISION MEMORANDUM
OSDS-PS No. ____, s. 2026

ANNOUNCEMENT OF VACANT RELATED-TEACHING 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 is to announce to the field the existence of the following vacant related-teaching positions as of **October 2026**:

Position Title	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
Occupational Therapist II	15	42,178.00	OSEC-DECSB-OT2-840004-2026	New Item	Isulan Central School SPED Center

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

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

4. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM) which requires the institutionalization of the **Equal Opportunity Principle** (EOP) in all areas of human resource, all interested and qualified applicants to the positions regardless of age, sex, gender, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability who meet the basic Qualification Standard must have their documents received by the Records Section and shall submit requirements to the **Personnel Section** on or before **November 26, 2026**:

5. The following are the documentary requirements to be submitted by the applicants using a **white folder** following this sequence 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;

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

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) with Certification, Authentication, and Verification (CAV), Diploma, including completion of graduate and post-graduate units/degrees, if available)
G. Certificate of General Weighted Average (GWA) or its equivalent;
H. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
I. Photocopy of latest appointment, if applicable;
J. Photocopy of certificate/s of relevant specialized trainings or professional development programs;
K. 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;
L. 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
M. 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**, **DepEd Order No. 21, s. 2024, and DepEd Order No. 19, s. 2026** shall serve as the basis for the evaluation of documents and the computation of points for the presented vacant positions.

8. All applicants are required to register through the link **https://tinyurl.com/4nnnhhwk.** Applicants must provide the necessary information in accordance with the documentary requirements in Section 5.

9. The tentative schedule of the hiring process for the above-mentioned positions is as follows:

Date	Activity
November 16, 2026	Publication
November 26, 2026	Deadline for submission of application documents
December 1, 2026	Initial evaluation of documents
December 10, 2026	Examination and Behavioral Event Interview
December 16, 2026	Open Ranking
December 23, 2026	Posting of CAR/Final Deliberation
January 04, 2027	Selection and Appointment

10. 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 Related-Teaching Position as of October 2026/ November 16, 2026

Republic of the Philippines

Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

Enclosure 1 to DM OSDS-PS No. 252 s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

Position Title (Parenthetical Title if applicable)	Qualification Standards			
	Education	**Training**	**Experience**	**Eligibility**
Occupational Therapist II	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080

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

GENERAL DUTIES AND RESPONSIBILITIES

SENIOR EDUCATION PROGRAM SPECIALIST	
Position /SG	**DUTIES AND RESPONSIBILITIES**
Occupational Therapist II/ SG 15	The Occupational Therapist II provides specialized technical support in occupational therapy, functional assessment, adaptive interventions, and accessibility services for learners with disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building, research initiatives, and transition support, while assisting schools, families, and other stakeholders in promoting learner participation, functional independence, and meaningful access to inclusive education and related services.

Annex C

CHECKLIST OF REQUIREMENTS
Related-Teaching Positions

Application Code: _____ _____

Name of Applicant: _____

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 2025) & 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) with* Certification, Authentication, and Verification (CAV), *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			

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.