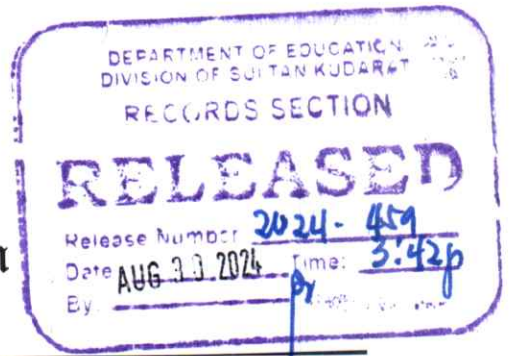




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 29, 2024

DIVISION MEMORANDUM
OSDS No. **157** S. 2024

**ANNOUNCEMENT OF ONE (1) VACANT ADMINISTRATIVE SUPPORT II POSITION
UNDER CONTRACT OF SERVICE (COS) FOR THE DISASTER PREPAREDNESS
AND RESPONSE PROGRAM**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Interested Qualified Applicants
This Division

1. This is to announce to the field of the existence of One (1) Vacant Administrative Support II Position under Contract of Service (COS) for the Disaster Preparedness and Response Program to be assigned in the **School Governance and Operations Division** with a monthly base salary of Twenty Thousand Pesos (20,000.00) only and a monthly Premium of Two Thousand Pesos (2,000.00) only.

2. The qualification standards are as follows:

Education: Completion of at least two years in college; Senior High School graduate with specialization relevant to the job
Training: 8 hours relevant training
Experience: 1 year relevant experience
Eligibility: None Required

3. General duties and responsibilities:

3.1 Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.

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

WPP/OSDS-P/DM- Announcement of One (1) Vacant Administrative Support II Position under Contract of Service (COS) for the Disaster Preparedness and Response Program /DSK-DIT-DivMemo-v2r0.0e01.08.21/ August 28, 2024



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



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orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability who meet the basic Qualification Standard shall **submit requirements to the Personnel Services Section** on or before **September 13, 2024** with the following 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:
CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent
- B. Duly Accomplished Personal Data Sheet (CS Form 212) duly notarized with Work Experience Sheet, if applicable;
- C. Photocopy of valid and updated PRC License/ID, if applicable;
- D. Photocopy of Certificate of Eligibility/ Rating, if applicable;
- E. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
- F. Photocopy of Certificate of Trainings, if available;
- G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- H. Photocopy of latest appointment, if applicable;
- I. Photocopy of Performance Rating in the last rating period(s) covering three (1) year performance in the current/ latest position to the deadline of submission, if applicable;
- J. 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*), notarized by authorized official; and
- K. 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.
- J. Neuro Psychiatric Result

5. Applicants to the position must meet the minimum requirements using DepEd Order 7, s. 2023 as the basis in the evaluation of documents and

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computation of points for the presented vacant positions. Those who are not qualified shall be excluded from the screening.

6. Individuals who fails to submit complete mandatory requirements (Items a to j) on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.
7. Schedule of interview will be announced later.
8. For your information and guidance.

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Enclosure: none
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

APPLICANT	REQUIREMENTS	VACANT POSITIONS
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CHECKLIST OF REQUIREMENTS

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) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	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 (Annex C)			
k.	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 (i) 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