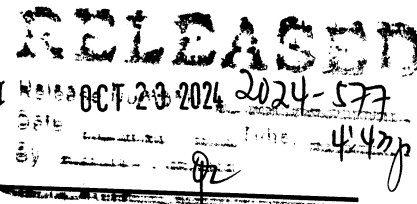


Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT



October 23, 2024

DIVISION MEMORANDUM
OSDS No. 181 S. 2024

**ANNOUNCEMENT OF VACANT NONTEACHING
POSITIONS AS OF OCTOBER 2024**

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

1. This is to announce to the field of the existence of the following vacant nonteaching positions as of October 2024:

Position	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
Dentist II	17	45,138.00	DENT2-750040-1998	GENTOLEA, MERLYN EUMAG	DIVISION OFFICE-SGOD
Dentist II	17	45,138.00	DENT2-750039-1998	CECILA GUZMAN	DIVISION OFFICE-SGOD
Administrative Officer II (Administrative Officer I)	11	28,512.00	ADOF2-840035-2022	INDONG, CHERRIE MAE GELLECANAO	ESPERANZA III
Administrative Assistant III - (Senior Bookkeeper)	9	22,219.00	ADAS3-840010-2007	REYES, MARY NELYN SOLIANO	PRESIDENT QUIRINO NHS
Administrative Assistant II	8	20,534.00	ADAS2-840292-2016	ASIS, JUNA MARIE NOBLE	STA. CLARA NHS-SHS
Administrative Aide VI (Data Entry Machine Operator)	6	18,255.00	ADA6-840187-2014	LORO, AGNES SOLIS	SDO-RECORDS SECTION
Administrative Aide I	1	13,530.00	N/A	NEW CASUAL POSITION	ISULAN NHS



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

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

2. Attached are CSC Prescribed Qualification Standards (Enclosure 1) and General Duties and Responsibilities (Enclosure 2).
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, 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 Services Section** on or before **November 4, 2024**:
4. 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:
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 one (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 Ve
 - K.
 - L. racity (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
 - M. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:



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

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

- 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.

N. Neuro-Psychiatric Examination Result

5. Applicants to the position shall meet the minimum requirements. Those who are not qualified shall be excluded from the screening.
6. DepEd Order No. 7, s. 2023 shall be the basis in the evaluation of documents and computation of points for the presented vacant positions.
7. Schedule of interview will be announced later.
8. For your information and guidance.

By the authority of the Schools Division Superintendent:

MEILROSE B. PERALTA, EdD
Assistant Schools Division Superintendent

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 POSITION

WPP/OSDS/DM- ANNOUNCEMENT OF VACANT NONTEACHING POSITIONS AS OF OCTOBER 2024/ October 23, 2024



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

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Enclosure 1 to DM OSDS No. **181** s. 2024

CSC Prescribed Qualification Standards

Position Title (Parenthetical Title if applicable)	Qualification Standards			
	Education	Training	Experience	Eligibility
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant Experience	RA1080 (Dentist)
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of Two Years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility
Administrative Assistant II	Completion of Two Years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility
Administrative Aide VI (Data Entry Machine Operator)	Completion of Two Years studies in College	None required	None required	Career Service (Sub- Professional) First Level Eligibility



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

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Enclosure 2 to DM OSDS **NR 1** s. 2024

General Duties and Responsibilities

DENTIST II	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Dental Health Program and Services	<ul style="list-style-type: none"> 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. b) Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office. c) Prepares and submits periodic reports of accomplishments in Dental Health Care Programs.
Nutrition Program Service (with emphasis on Dental Health Care)	<ul style="list-style-type: none"> 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. 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.
Partnership	<ul style="list-style-type: none"> 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.

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ul style="list-style-type: none"> a) Ascertains that transaction have been properly recorded in books b) Verify financial statements made by subordinate, verify the journal voucher c) Prepares adjusting entries and journal vouchers d) Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	<ul style="list-style-type: none"> a) Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports b) Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ul style="list-style-type: none"> c) Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. d) Provides inputs for improvement of accounting section e) Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.



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

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

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

ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PERSONNEL ADMINISTRATION	<p>Recruitment and Selection</p> <p>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:</p> <ul style="list-style-type: none"> 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 <p>Personnel Records</p> <ul style="list-style-type: none"> 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.



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

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

	<p>Compensation and Benefits</p> <ol style="list-style-type: none"> 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) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> Update school personnel of the latest HR-related policies Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school Prepare and submit HR-related reports to school head/HRMO Coordinate regularly with the HRMO in the implementation of HR policies and guidelines 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	<ol style="list-style-type: none"> Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. Prepare and submit reports on all property accountability of the school.
GENERAL ADMINISTRATIVE SUPPORT	<ol style="list-style-type: none"> Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. Assist the school planning team in the preparation of SIP/AIP. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. Perform other functions as may be assigned by the School Head.
FINANCIAL MANAGEMENT	<ol style="list-style-type: none"> Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> Cash disbursement register Authority to debit/credit account Liquidation reports including supporting documents

Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

	<p>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d) Provide assistance to other financial-related task of the School Head.</p> <p>e) Perform other functions as may be assigned by the School Head.</p>
--	--

ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR)	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
RECORDS MANAGEMENT SYSTEM	<p>a) Receive, record and file documents according to the recommended filing system</p> <p>b) Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed</p> <p>c) Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document</p>
RECEIVING AND RELEASING	<p>a) Receive and record all documents brought to the records office.</p> <p>b) Release, routes or files non-routine critical documents as classified by the Records Officer.</p>
DOCUMENTS AUTHENTICATION, VERIFICATION AND CERTIFICATIONS	<p>a) Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer.</p> <p>b) Prepares certifications for the signature of the appropriate management level.</p>
REPORTING	<p>a) Gather data and information required in the preparation of annual and other administrative reports.</p> <p>b) Implement process for conducting and annual inventory of records and submit findings to Records Officer.</p>
TECHNICAL ASSISTANCE	<p>a) Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers.</p> <p>b) Assist Records Officer gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers.</p>



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

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.

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

Name and Signature of Applicant

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.