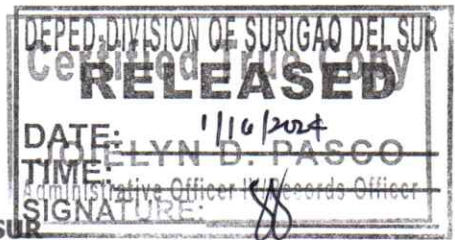




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



Office of the Schools Division Superintendent

15 JAN 2024

Division MEMORANDUM
No. 027, s. 2024

**ACCEPTANCE OF APPLICATION TO VACANT ADMINISTRATIVE ASSISTANT III
AND II, AND ADMINISTRATIVE AIDE I NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
OSDS, SGOD and CID Personnel
Public Schools District Supervisors/District In-charge
School Heads and Teachers
School Administrative Officers II (AO I)
All Interested Applicants
All Other Concerned

1. This Division announces its acceptance of applications to the following vacant Non-Teaching Position(s) indicated in the table below.

Position Title	Plantilla Item No.	SG	Monthly Salary	No. of Vacancies	MINIMUM Qualification Standards				Area of Assignment
					Education	Training	Experience	Eligibility	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020037-2017 OSEC-DECSB-ADAS3-1020011-2007 OSEC-DECSB-ADAS3-1020006-2011	9	21,211	3	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	SURIGAO DEL SUR
Job description: To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.									
ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DECSB-ADAS3-1020022-2018	9	21,211	1	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	SURIGAO DEL SUR
Job description: To assist the management and staff and provide administrative support in the effective and efficient operative of the Office.									



Balilihan, Mabua, Tandag City, Surigao del Sur,
8300
(086) 211-3225

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Position Title	Plantilla Item No.	SG	Monthly Salary	No. of Vacancies	MINIMUM Qualification Standards				Area of Assignment
					Education	Training	Experience	Eligibility	
ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	OSEC-DECSB-ADAS2-1020168-2016	8	19,744	10	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	SURIGAO DEL SUR
	OSEC-DECSB-ADAS2-1020078-2017								
	OSEC-DECSB-ADAS2-1020208-2016								
	OSEC-DECSB-ADAS2-1020170-2016								
	OSEC-DECSB-ADAS2-1020047-2017								
	OSEC-DECSB-ADAS2-1020173-2016								
	OSEC-DECSB-ADAS2-1020211-2016								
	OSEC-DECSB-ADAS2-1020072-2017								
	OSEC-DECSB-ADAS2-1020059-2017								
	OSEC-DECSB-ADAS2-1020207-2016								
Job description: To assist the management and staff and provide administrative support in the effective and efficient operative of the Office.									



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Position Title	Plantilla Item No.	SG	Monthly Salary	No. of Vacancies	MINIMUM Qualification Standards				Area of Assignment
					Education	Training	Experience	Eligibility	
ADMINISTRATIVE AIDE I (DRIVER)	OSEC-DECSB-ADA1-1020182-2004	1	13,000	1	Must be able to read and write	None required	None required	None required	SURIGAO DEL SUR
Job description: To assist the management and staff and provide administrative support in the effective and efficient operative of the Office.									

2. Hiring guidelines shall be based on DepEd Order No. 007, s. 2023 or *Guidelines on Recruitment, Selection and Appointment (RSA) in the Department of Education*, DepEd Order No. 019, s. 2022 or *DepEd Merit Selection Plan (MSP)*, and *Civil Service Commission (CSC) 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-ORHA) Revised 2018*.
3. Anent to this, the following necessary documents shall be required to prove experience and units earned to be submitted not later than **January 25, 2024**.
 - a. **Letter of Intent specifying position applied for, addressed to the Schools Division Superintendent, thru the Division HRMO.**
 - b. **Duly accomplished Personal Data Sheet (CSC Form 212 – revised 2017) with Work Experience Sheet, if applicable;**
 - c. **Photocopy of valid and updated ID/PRC 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/s of Training, if applicable.**
 - 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 prior 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 A), notarized by authorized official; and**
 - k. Documents required by the HRMPSB:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of



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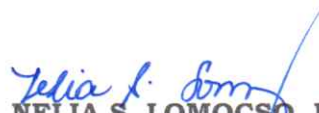
Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

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 20(i) is not relevant to the position to be filled, if applicable.

4. Applicants with incomplete mandatory documents for Items **3.a** to **3.j** shall not be included in the pool of official applicants. Non-submission of item **k.i** and **k.ii** shall not warrant exclusion from pool of applicants.
5. **This division is committed to the non-discrimination principle that allows any applicant within or outside DepEd Surigao del Sur Division to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.**
6. Application documents may be submitted through the official Email of Human Resource Management Office at ***surigaodelsur.hrmpsb@deped.gov.ph***
7. Further queries to this announcement may be placed through call or text at **09631977863** or message at **DepEd Sursur Hrmo/Hrmpsb** the official FaceBook Page Division HRMO/HRMP SB, Monday to Friday at 8 AM to 5PM.
8. For widest dissemination and strict compliance.


NELIA S. LOMOC SO, PhD, CESO V
Schools Division Superintendent

Reference(s): *DepEd Order No. 007, s. 2023, DepEd Order No. 19, s. 2022 and CSC 2017 ORA-OHRA (revised 2018)*
To be indicated in the Perpetual Index under the following subjects:

RSP/RSA/HRMO HIRING
CALLAPP/VACANCIES
RSP/CALLAPP

JCG//HRMO CALLAPP VACANCIES
DM Order No. 027 / _____, 2024



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