



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

Office of the Schools Division Superintendent

July 25, 2023

Division MEMORANDUM

No. 408, s. 2023

**ACCEPTANCE OF APPLICATIONS TO VACANT 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 1)
All Interested Applicants
All Others Concerned

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

Position Title	Plantilla Item No.	SG	Monthly Salary	NO	MINIMUM Qualification Standards				Area of Assignment
					Education	Training	Experience	Eligibility	
Administrative Officer IV (Records Officer)	OSEC-DECSB-ADOF4-1020035-2014	15	36,619	1	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Surigao del Sur
Job Description: To establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.									
Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-1020175-2022	11	27,000	1	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Surigao del Sur
Job Description: Responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.									
Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-1020076-2017 OSEC-DECSB-ADAS2-1020177-2016	8	19,744	2	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



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Position Title	Plantilla Item No.	SG	Monthly Salary	NO	MINIMUM Qualification Standards				Area of Assignment
					Education	Training	Experience	Eligibility	
Job Description: To assist the management and staff and provide administrative support in the effective and efficient operation 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 **August 4, 2023 Friday at 5:00 o'clock in the afternoon**.
 - 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 Learning and Development reckoned from the date of last issuance of appointment; and





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- 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 ***depedsursur.hrmpsb@gmail.com***
 7. Further queries to this announcement may be placed through call or text at **09514564848** or message at ***Deped Sursur Hrmo/Hrmpsb*** the official FaceBook Page Division HRMO/HRMPSB, 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. ____/____, 2023



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