



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

Office of the Schools Division Superintendent

December 27, 2021

Division MEMORANDUM
 No. **661**, s. 2021

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS

To: All Interested Personnel

1. This Division hereby announces the acceptance of applications for existing vacant positions as listed below:

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Administrative Assistant III (Secretary II)	2	Bachelor's Degree	4 hrs of relevant training	Non required	Career Service (Professional) First Level	Surigao del Sur
Job Description: To provide prompt and quality support service to the Immediate Superior by implementing administrative systems, procedures, and monitoring administrative projects in order for the Immediate Superior to perform his/her duties efficiently.						
Administrative Assistant III (Senior Bookkeeper)	2	Bachelor's Degree	4 hrs of relevant training	None required	Career Service (Sub-professional) First Level	Surigao del Sur
Job Description: To maintain and safeguard the books, records and supporting schedules of the 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 (Computer Operator II)	2	Bachelor's Degree	4 hrs of relevant training	None required	Career Service (Sub-professional) First Level	Surigao del Sur
Job Description: To provide administrative services to Immediate Superior, IT related works, and other clerical works.						
Administrative Assistant II (Administrative Assistant)	11	Bachelor's Degree	4 hrs of relevant training	None required	Career Service (Sub-professional) First Level	Surigao del Sur
Job Description: To maintain and safeguard the books, records and supporting schedules of the 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 Aide VI (Chauffer II)	1	Elementary School Graduate	4 hrs of relevant training	None required	Professional Driver's License (MC 10, s.2013-Cat IV)	Surigao del Sur
Job Description: To provide admin aide support to the management.						



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

2. The following documents should be submitted to the Division Office c/o HRMPSB Office not later than December 31, 2021:
 - a. Letter of Intent addressed to the Schools Division Superintendent (stating the position to be applied for)
 - b. Accomplished Personal Data Sheet (CSC Form 212 – revised 2017)
 - c. Photocopy of CAV with Authenticated Transcript of Records and Diploma
 - d. Updated Service Record (if applicable)
 - e. Photocopy of Licenses/ Eligibilities/ Board Rating (if applicable)
 - f. Performance Rating for the last rating period (if applicable)
 - g. Latest CSC-approved appointment (if applicable)
 - h. Documents relevant to the position applied for:
 - h1. Outstanding Employee Award
 - h2. Innovation
 - h3. Research and Development Projects
 - h4. Publication/ Authorship
 - h5. Consultant/ Resource Speakership
 - i. Seminars/ Training Attended
 - j. Duly accomplished Potential, Psychosocial Attributes and Personality Traits
3. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on DepEd Order No. 66, s. 2007, *"Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"*.
4. This division is committed in providing an environment of mutual respect where equal employment opportunities are available to all applicants without regards to race, color, religion, sex, age, disability, marital status, sexual orientation, gender identity, and any other status protected by applicable law. All employment is decided based on qualifications, merit, and the agency's needs.
5. For the information of all concerned.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Reference: DepEd MSP ORA-OHRA

To be indicated in the Perpetual Index
under the following subjects:

VACANT POSITIONS HIRING
JCG//CALL UP OF APPLICANTS
641 /November 12, 2021



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002