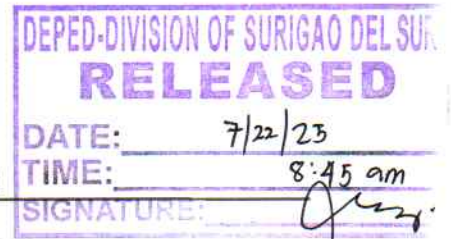




Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent



22 JULY 2025

Division MEMORANDUM
No. 294, s. 2025

**ACCEPTANCE OF APPLICATION TO VACANT POSITION(S) OF
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT III,
ADMINISTRATIVE AIDE I, II, III & IV**

To: All Interested Applicants

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

Position	Plantilla Item No.	SG	Monthly Salary	No. of Vacant Item(s)	MINIMUM Qualification Standards				Area of Assignment
					Education	Training	Experience	Eligibility	
Administrative Assistant II (ADAS)		8	21,448.00	10	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	SDS
Administrative Assistant III (Secretary II)		9	23,226.00	2	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	SDS
Administrative Assistant III (Senior Bookkeeper)		9	23,226.00	1	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	SDS
Administrative Aide I		1	14,061.00	4	Must be able to read & write	None required	None required	None required	SDS
Administrative Aide II (Bookbinder I)		2	14,925.00	1	Elementary Graduate	None required	None required	None required (MC 11, s. 1996-Cat. III)	SDS
Administrative Aide III (Utility Worker II)		3	15,852.00	2	Must be able to read & write	None required	None required	None required (MC 11, s. 1996-Cat. III)	SDS
Administrative Aide IV (Bookbinder II)		4	16,833.00	1	Elementary Graduate	None required	None required	None required (MC 11, s. 1996-Cat. III)	SDS

2. Hiring guidelines shall be based on DepEd Order No. 007, s. 2023 or *Guidelines on Recruitment, Selection and Appointment (RSA) in the*



Address: Balilahan, Mabua, Tandag City, Surigao del Sur
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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 01, 2025, 5PM.**
 - 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
 - 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.



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5. **No additional documents shall be submitted after the deadline (DO 007, s. 2023, V-B, No. 22).**
6. The documents submitted may not be returned after the complete hiring process, thus you may submit copies of documents intended for this purpose.
7. For complete details of the required Means of Verification (MOVs) for the application, please refer to DepEd Order No. 007, series of 2023.
8. **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.**
9. Application documents may be submitted to the Human Resource Management Office at Surigao del Sur Division, Balilahan, Tandag City, Surigao del Sur.
10. Further queries to this announcement may be placed through **DepEd Sursur Hrmo/Hrmpsb** the official FaceBook Page Division HRMO/HRMPSB, Monday to Friday at 8 AM to 5PM.
11. For widest dissemination and strict compliance.

LORENZO O. MACASOCOL, 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
To be indicated in the Perpetual Index under the following subjects:

RSP/RSA/HRMO/HRMPSB HIRING

JCG//HRMO CALLAPP VACANCIES
DM Order No. _____ / _____, 2025



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