



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

November 24, 2022

Division MEMORANDUM

No. 756, s. 2022

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS

To: All Interested Applicants:

- This Division hereby announces the acceptance of applications for the existing vacant position(s) shown below:

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	25	Completion of 2 yrs studies in college	4 hrs 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)	3	Completion of 2 yrs studies in college	4 hrs 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 operation of the Office.						
ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	36	Completion of two years studies in College	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional/First Level Eligibility)	Surigao del Sur



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Job Description: To assist the management and staff and provide administrative support in the effective and efficient operation of the Office.						
ADMINISTRATIVE AIDE IV (DRIVER)	2	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	Surigao del Sur
Job Description: To provide assistance in the implementation of administrative systems, procedures and projects in order for the Director to perform his/her duties efficiently.						

2. The following documents with tabbing should be submitted to the Personnel – RSP Section of this Division Office not later than **December 4, 2022**:
 - a. Letter of Intent (Specify position 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 (if applicable)
 - h1. Outstanding Employee Award
 - h2. Innovation
 - h3. Research and Development Projects
 - h4. Publication/ Authorship
 - h5. Consultant/ Resource Speakership
 - i. Seminars/ Training Attended (At least 3 trainings with at least 3 days each training)
 - j. Original Certificate of Employment for work experiences from private companies/employers

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*, *DepEd Merit Selection Plan (MSP) – Guidelines on Appointment and Promotion of Non-teaching Positions*





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approved by the Civil Service Commission (CSC), and *Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*.

4. This division is committed in providing an environment of mutual respect where **Equal Employment Opportunities** are available to all applicants without discrimination of 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 CARAGA MSP (CSC Approved), ORA-OHRA, DO No. 66, s. 2007
To be indicated in the Perpetual Index
under the following subjects:

VACANT POSITIONS /HIRING
JCG//CALL UP VACANCIES
756 / _____, 2022

CALL UP/VACANCIES

RSP CALL UP

