



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 12, 2026

DIVISION MEMORANDUM

No. 74, s. 2026

**ANNOUNCEMENT OF VACANCY FOR THE ADMINISTRATIVE OFFICER IV
(HUMAN RESOURCE MANAGEMENT OFFICER II) AND REGISTRAR I
POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Chiefs – CID and SGOD
Public Schools District Supervisors / OIC-PSDSs
Interested Applicants
All Others Concerned

1. This is to announce to the field that this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB), will conduct a comparative assessment of the following vacant positions:

POSITION TITLE	NUMBER OF VACANCY/ IES	PLACE OF ASSIGNMENT
Administrative Officer IV (Human Resource Management Officer II)	1	DepEd SDO Sorsogon - Personnel Section
Registrar I	1	Senior High School (Anywhere within the Division)

2. The reference for the comparative assessment for non-teaching positions is **Deped Order No. 07, s. 2023**



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- Attached as **Annex A** is the Notice of Vacancy which includes the Position Title, Plantilla Item Number, Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, Place of Assignment, and Job Summary.
- Attached as **Annex B** are the list of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.
- All interested applicants are requested to submit the application requirements to the following venues:

POSITION TITLE	PLACE OF ASSIGNMENT	VENUE FOR THE SUBMISSION OF REQUIREMENTS
Administrative Officer IV (Human Resource Management Officer II)	DepEd SDO Sorsogon - Personnel Section	DepEd SDO Personnel Section
Registrar I	Senior High School (Anywhere within the Division)	

- Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed with the Comparative Assessment.
- The deadline for submission is **Tuesday, February 24, 2026, at 3:00 pm. It is therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.
- This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations, and disability.



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9. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
10. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province Official Website (www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.
11. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
12. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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ANNEX A

NOTICE OF VACANCIES

POSITION PROFILE: Administrative Officer IV (Human Resource Management Officer II)		
SALARY GRADE: 15	MONTHLY SALARY: 42,178.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	DepEd SDO Sorsogon - Personnel Section	
ITEM NUMBER/S:	OSEC-DECSB-ADOF4-390042-2004	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree relevant to the job	
EXPERIENCE:	1 year of relevant experience	
TRAINING:	4 hours of relevant training	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">• To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)• <i>Recruitment, Selection, and Placement.</i> - Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data to periodically apprise management of upcoming vacancies, etc.• <i>Personnel Actions.</i> - Process documents on personnel actions such as appointments, promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned, etc.• <i>Salary Administration and Personnel Records.</i> - Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims, etc.• <i>Benefits Administration.</i> - Apply the latest issuances on personnel benefits and communicate them to employees, etc.		



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
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Website: depedsorsogon.com.ph



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POSITION PROFILE: Administrative Officer IV (Human Resource Management Officer II)

- *Personnel Information System.* - Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization, etc.

POSITION PROFILE: Registrar I		
SALARY GRADE: 11	MONTHLY SALARY: 31,705.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none"> • Senior High School (Anywhere within the Division) 	
ITEM NUMBER/S:	<ul style="list-style-type: none"> • OSEC-DECSB-R1-390261-2016 	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none"> • Receives, updates and maintains the records, reports and documents of the school, its staff and learners. • Manages and updates the Learner Information System (LIS). • Ensures an efficient process of registration and enrollment. • Facilitates the process of releasing records of the school, staff and learners to the necessary institutions. • Reports to the Assistant Principal for Operations and Learner Supportand/or Principal/School Head 		



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CHECKLIST OF REQUIREMENTS

Annex B

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duty accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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			
k. Other documents as may be required for comparative assessment:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference