



Republic of the Philippines  
**Department of Education**  
Region V  
**Schools Division of Sorsogon**

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October 12, 2023

**DIVISION MEMORANDUM**

No. 216, s. 2023

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE  
ASSESSMENT FOR VARIOUS NON-TEACHING POSITIONS**

**To:** Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
Public School District Supervisors/OIC-PSDSs  
School Administrators  
All Others Concerned

1. This is to inform the field that this Office through the Division Human Resource Merit Promotion and Selection Board (HRMPSB) will conduct a comparative assessment for various non-teaching positions.
2. Enclosed in this Memorandum are the following:
  - A. **Annex A - Notice of Vacancy** (includes the Position Title, Plantilla Item No., Salary Grade, Qualification Standards, number of vacancies and place of assignment)
  - B. **Annex B - List of requirements to be submitted** which are the folder for initial evaluation, and the envelope containing the documents needed during the comparative assessment.
  - C. **Annex C - Checklist of Requirements with the Omnibus Sworn statement and Data Privacy Consent** which should be duly signed by the applicant.
3. **DepEd Order No. 7, s. 2023** otherwise known as the **Guidelines on Recruitment, Selection and Appointment in the Department of Education** will be the reference for the conduct of the comparative assessment.
4. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed to the





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comparative assessment. The folders containing the documents for assessment will be sealed after the initial evaluation.

5. The deadline of submission is on **October 26, 2023 at 3:00 P.M.** It is **understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.
6. This Office promotes and emphasizes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations and disability.
7. 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.
8. The venue for the comparative assessment will be at the QMS Center beside the office of the undersigned from 8:00 AM to 5:00 PM. HRMPSB members and applicants are still encouraged to adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
9. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website ([depedsorsogon.com.ph](http://depedsorsogon.com.ph)), at the office of the Personnel Section and through social media platforms.
10. 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.
11. Immediate and wide dissemination of this Memorandum is desired.

**WILLIAM E. GANDO, CESO VI**  
**Schools Division Superintendent**





**ANNEX A**

**NOTICE OF VACANCY**

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	QUALIFICATION STANDARDS					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	OSEC-DECSB-A1-390047-1998	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (Accountant)	N/A	Donsol National Comprehensive High School
2	Administrative Aide I	OSEC-DECSB-ADA1-390826-2004	1	13,000.00	Must be able to read and write	None Required	None Required	None Required	N/A	Elementary
3	Administrative Aide I	OSEC-DECSB-ADA1-390870-2004	1	13,000.00	Must be able to read and write	None Required	None Required	None Required	N/A	Matnog National High School
4	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-390137-2004	3	14,678.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	N/A	Bagacay National High School
5	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-390138-2004	3	14,678.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	N/A	Barcelona National Comprehensive High School
6	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-390143-2004	3	14,678.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	N/A	Magallanes National Vocational High School
7	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390175-2017	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) / First Level Eligibility	N/A	Anywhere within the Division
8	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390200-2018	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) / First Level Eligibility	N/A	San Francisco National High School
9	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390724-2016	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) / First Level Eligibility	N/A	Senior High School
10	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390728-2016	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) / First Level Eligibility	N/A	Senior High School

11	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390739-2016	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	N/A	Senior High School
12	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390752-2016	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	N/A	Senior High School
13	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390754-2016	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	N/A	Senior High School
14	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-390193-2017	9	21,211.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	N/A	Anywhere within the Division
15	Administrative Officer I (Cashier)	OSEC-DECSB-ADOF1-390074-2004	10	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Donsol National Comprehensive High School
16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390269-2016	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Senior High School
17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390281-2016	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Senior High School
18	Senior Bookkeeper	OSEC-DECSB-SRBK-390001-2023	9	21,211.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	N/A	Talaonga National High School
19	Senior Bookkeeper	OSEC-DECSB-SRBK-390051-2014	9	21,211.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	N/A	Elementary





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**ANNEX B**

**LIST OF DOCUMENTS TO BE SUBMITTED**

**A. Folder for Initial Evaluation**

- a. 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;
- b. Photocopy of Certificate/s of Training;
- c. Service Record;
- d. Copy of PRC License and/or CSC Eligibility
- e. 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 C), notarized by authorized official.

**B. Envelope for the Comparative Assessment  
(to be sealed after the initial evaluation)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.
- b. Duly Accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/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 Latest Appointment, if applicable;
- i. Photocopy of the Performance Rating in the last three (3) rating period(s) covering (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 C), notarized by authorized official; and
- k. Other documents as may be required by the HRPMPBSB for comparative assessment, including but not limited to:
  - i. Means of Verifications (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.



## CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if compiled)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly 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 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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