



Republic of the Philippines

Department of Education

REGION IX – ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay			
RECORD SECTION			
NO:	675195	TIME:	
BY:	8	DATE:	15 MAY 2025
RELEASED			

15 May 2025

DIVISION MEMORANDUM

NO. 22, Series 2025

ANNOUNCEMENT OF NON-TEACHING VACANT POSITIONS IN DEPED ZAMBOANGA SIBUGAY

To : **Asst. Schools Division Superintendent**
Chief of SGOD and CID
Division HRMPSB
All Education Supervisors/District Supervisors
All School Heads
All Administrative Officers
Interested Applicants
All Others Concerned
This Division

1. This is to announce vacancies in the Division of Zamboanga Sibugay for Non-Teaching positions. This Office strictly adheres to the Equal Employment Opportunity Principle, all qualified and interested applicants regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation are invited to submit documentary requirements of the positions.

Position Title/Item No.	Monthly Salary	Minimum Qualification Standards				Place of Assignment
		Education	Experience	Training	Eligibility	
Administrative Officer II (69 items) ADOF2-570267 to 570334-2025 ADOF-570052-2016	P 30,024.00 SG - 11	Bachelors Degree	None Required	None Required	RA 1080	1. Sali H. Musa Tandiong Muslim ES, Alicia District 2. Del Monte ES, Buug 3. Bliss ES, Buug 4. Pamintayan ES, Buug 5. Bawang ES, Buug 6. Villacastor ES, Buug 7. Balangao ES, Diplahan 8. Guinoman ES, Diplahan 9. Natan ES, Diplahan 10. Ditay ES, Diplahan 11. Little Baguio ES, Imelda 12. La Victoria ES, Imelda 13. Bakalan ES, Ipil 14. Luis Ruis ES, Ipil 15. Buluan ES, Ipil 16. Kabasalan SPED, Kabasalan 17. Diampak ES, Kabasalan 18. Nazareth ES, Kabasalan 19. Malinao ES, Mabuhay 20. Punawan ES, Mabuhay 21. Taguisian ES, Mabuhay 22. Catituan ES, Malangas 23. Dansulao ES, Malangas 24. Sta. Clara ES, Naga 25. Sulo ES, Naga 26. Baga ES, Naga 27. Aguinaldo ES, Naga 28. Kaliantana ES, Naga 29. Bateria ES, Olutanga 30. Buhangin Mahaba ES, Olutanga 31. Gandaan ES, Olutanga 32. Pulo Laum ES, Olutanga 33. Lower Bulawan ES, Payao



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					<p>34. Dalama ES, Payao 35. Guiwan ES, Payao 36. Kulambungan ES, RTLim 37. Silingan IS, RTLim 38. Tilasan ES, RTLim 39. Monching ES, Siay 40. Samonte ES, Talusan 41. Sagay ES, Talusan 42. Florida ES, Talusan 43. Tuburan ES, Talusan 44. Kasigpitan ES, Talusan 45. Mahayahay ES, Talusan 46. Kitabog ES, Titay 47. Titay SPED, Titay 48. San Isidro ES, Titay 49. Langon ES, Tungawan 50. Tigpalay ES, Tungawan 51. San Isidro ES, Tungawan 52. Datu Tumanggong ES, Tungawan 53. Malungon ES, Tungawan</p> <p>SECONDARY</p> <p>1. Kawayan NHS, Alicia 2. Del Monte NHS, Buug 3. Guinoman NHS, Diplahan 4. Natan NHS, Diplahan 5. Francisco Ramos NHS, Kabasalan 6. La Dicha NHS, Malangas 7. Malangas NHS, Malangas 8. Tambanan NHS, Naga 9. Balungisan NHS, Payao 11. Sto. Rosario NHS, Payao 11. Balagon IS, Siay 12. Coloran IS, Siay 13. Gango NHS, RT Lim 14. Bangco IS, Titay 15. Kitabog NHS, Titay 16. Lali Alam IS, Tungawan</p>
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2. All applicants shall register at the Division online system which is [**https://bit.ly/ZSAppPortal**](https://bit.ly/ZSAppPortal) where they must encode their personal details and select the School and District they want to be applied. Once submitted, a **Unique Applicant Number** will be issued. In the submission of application requirements, this Number must be indicated.
 3. To streamline the hiring process, all interested applicants are advised to submit the following documentary requirements to the **Designated Administrative Officer in the District** and arranged as follows:

- a. Letter of Intent addressed to the Schools Division Superintendent;
(Intent shall highlight the following information position which he or she intends to apply and preferred school)

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent
DepEd – Division of Zamboanga Sibugay

- b. Duly Accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2017) and Work Experience Sheet – 1 copy



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- c. Photocopy of valid and updated PRC License/ID – 1 copy
- 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
- f. Photocopy of Certificates/s of Training;
- g. Photocopy of Certificate of Employment or duly signed Updated Service Record, whichever is/are applicable– 1 copy
- h. Photocopy of latest appointment – 1 copy
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment
- 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 (Annex C). The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification.
- k. Other documents as may be required for comparative assessment:
 - i. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (j) is not relevant to the position to be filled, if applicable.
 - ii. **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; if applicable.
Outstanding Accomplishment

a. Awards and Recognition MOVs:

Outstanding Employee Awards:

- Any issuance or Memorandum or document showing the Criteria for the Search; and
- Certificate of Recognition/Merit

Awards as Trainer/Coach:

- Any issuance or memorandum designating the applicant as trainer/coach; and
- Certificate of Recognition/Appreciation as Trainer/Coach of Winning Contestant/Event/Activity

b. Research and Innovation MOVs:



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- Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16 s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whole study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research.

c. Subject Matter Expert/Membership in National TWGs or Committees MOVs:

- Issuance/Memorandum showing the membership in NTWG or Committees;
- Certificate of Participation or Attendance; and
- Output/Adoption by the Organization/DepEd

d. Resource Speakership / Learning Facilitation MOVs;

- Issuance/Memorandum/Invitation/Training Matrix
- Certificate of Recognition/Merit/Commendation/Appreciation
- Slide Deck/s used and/or Session guide/s

e. NEAP Accredited Learning Facilitators MOVs;

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Application of Education

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the Utilization/Adoption signed by the Head of Office.

Application of Learning and Development (L&D)

- Certificate of Training on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core



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tasks of the applicant in their current or previous position shall be required;

- Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) / Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- Accomplishment Report together with the General Certification that the L&D intervention was used/adopted by the Office at the local level;
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level

4. Deadline of submission to the District Office shall be on or before **May 26, 2025 @ 5:00 in the afternoon. No application/additional documents shall no longer be accepted after the set deadline.** Applicants who failed to submit complete mandatory requirements (Items 3.a to 3j) on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants.
5. Designated Administrative Officers shall make **initial evaluation** of the documents based on the qualification standards and documentary requirements and shall forward all application documents and **Initial Evaluation Results (IER)** to the Office of the Personnel Section through the Records Section on **May 30, 2025 (Friday) @ 5:00 in the afternoon.**
6. Qualified applicants shall be assessed based on the criteria set forth in in DepEd Order No. 7 s. 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education. The point system for evaluative assessment are as follows:

Non Teaching Position	Criteria	SG 10-22
Administrative Officer II (SG 11)	Education	5
	Training	10
	Experience	15
	Performance	20
	Outstanding Accomplishments	10
	Application of Education	10
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	20
	TOTAL	100



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7. Below are the members of the Human Resource Merit Promotion and Selection Board (HRMPSB).

Chairman: **MA. COLLEEN L. EMORICHA**, EdD, CESO VI, ASDS
DR. OLIVER B. TALAOC, Chief, SGOD
EVELYN F. IMPORTANTE, OIC – Chief – CID
ALMA FRAULEIN M. GARCIA, SEPS – HRD, President of Division NEU
GRACE R. JUGNO, Administrative Officer V (Admin)
RENZ ROY A. RAMOS, Administrative Officer IV (HRMO)

Secretariat: PERSONNEL SECTION

8. All interested applicants shall submit their pertinent documents in a **color - coded folder** with proper tabbing according to the sequence of the mandatory requirements enumerated above.
 - Blue Folder – Administrative Officer II
 9. **Applicants in the previous ranking shall register to the online portal and submit letter of intent for retention of their points and copy of the Individual Evaluation Sheet. No letter of intent and Unique Applicant Number, no inclusion in the CAR.**
 10. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the pool of applicants and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, assessment and open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).
 11. Immediate and widest dissemination of this memorandum is highly enjoined.

VIRGILIO F. BATAN, JR., CESO V
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 19 s. 2022
DepEd Order No. 7 s. 2023
DepEd Order No. 39 s. 2007

To be indicated in the Perpetual Index under the following subjects:
EVALUATION **SELECTION**
RECRUITMENT **HIRING**

ZS-DM-OSDS-PER-2025-05-039-0
RRAR-20250515



- Pangi, Ipil, Zamboanga Sibugay, 7001
 - 0968-520-9123
 - zamboanga.sibugay@deped.gov.ph
 - depedzamboangasibugay.ph
 - DepEd Tayo Zamboanga Sibugay Division

CHECKLIST OF REQUIREMENTS

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 complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the 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 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

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ul style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ul style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ul style="list-style-type: none"> a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>d. Prepare and submit HR-related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</p>
Property Custodianship	<p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</p> <p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</p> <p>e. Prepare and submit reports on all property accountability of the school.</p>
General Administrative Support	<p>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</p> <p>b. Assist the school planning team in the preparation of SIP/AIP.</p> <p>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the School Head.</p>
Financial Management	<p>a) Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents <p>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d) Provide assistance to other financial-related task of the School Head.</p> <p>e) Perform other functions as may be assigned by the School Head.</p>

Note: Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Performing Staff/Non-Technical Functions** (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties** and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support(for Senior High School)**.