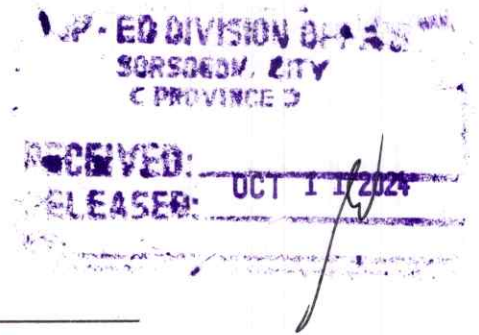




Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**



October 11, 2024

**ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 233, s. 2024**

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

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

1. In connection to Division Memorandum No. 233, s. 2024, this Office announces that there are additional vacancies for Non-Teaching positions open for assessment:

<b>Position Title</b>	<b>Number of Items</b>	<b>Place of Assignment</b>
Administrative Aide I (Utility Worker I)	2	Elementary (Bulusan CS)
		Cumadcad National High School
Administrative Assistant II (Disbursing Officer II)	1	Bulacao National High School
Administrative Assistant III (Senior Bookkeeper)	1	Barcelona Central School
Administrative Officer I (Supply Officer I)	1	Talaonga National High School

1. The reference for the conduct of the comparative assessment is **DepEd Order No. 7, s. 2023**.
2. 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, and Place of Assignment.
3. 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.
4. 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.



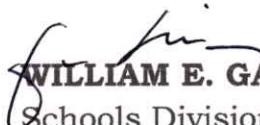
Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: sorsogon@depd.gov.ph  
Website: depedsorsogon.com.ph



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5. The deadline for submission is on **October 24, 2024** 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. ***Previous applicants are encouraged to apply or submit documents for updating purposes.***
6. 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.
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 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](http://www.depedsorsogon.com.ph))~~, at the Office of the Personnel Section, and through social media platforms.
9. 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.~~
10. Immediate and wide dissemination of this Memorandum is enjoined.

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



Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOL'S DIVISION OFFICE SORSOGON**

**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	
1	Administrative Aide I (Utility Worker I)	OSEC-DECSB-AC/A1-39C798-2004	1	13,530.00	Must be able to read and write	None Required	None Required	None Required	Bulusan Central School
2	Administrative Aide I (Utility Worker I)	OSEC-DECSB-AC/A1-39C860-2004	1	13,530.00	Must be able to read and write	None Required	None Required	None Required	Cumadcad National High School



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No.	Position Title (Parenthetical Title, if applicable)	Plaintiff Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
3	Administrative Assistant II (Dist/ursing Officer II)	OSEC-DECSB-ADAS2-39C164-2017	8	20,534.00	Completion of two (2) years in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional), First Level Eligibility	Bulacao National High School
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-39C166-2017	9	22,219.00	Completion of two (2) years in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional), First Level Eligibility	Barcelona Central School



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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	
5	Administrative Officer I (Supply Officer I)	OSEC-DECSB-ADDF1-39C082-2004	10	24,381.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Talaonga National High School

**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 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			

\_\_\_\_\_

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 documents or papers with the same legal effect as long as the electronic documents are used by the electronic commerce system which maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.