



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

DIVISION ADVISORY 029, S. 2025

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.

(Visit depedtacurong.org)

July 13, 2026`

**DISSEMINATION OF REGION MEMORANDUM ASD-2026-034 AND REGION
MEMORANDUM ASD-2026-035**

Attached are Region Memorandum ASD-2026-034 (**Recruitment and Selection Schedule for the Unfilled Positions in SOCCSKSARGEN Regional Office**) and Region Memorandum ASD-2026-035 (**Change of Dates for the Screening Schedule and Online Job Interview of the Unfilled Positions in the Regional Office**).

For the information and guidance of all concerned.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



06 Jul 2026

REGIONAL MEMORANDUM
ASD-2026-034

**RECRUITMENT AND SELECTION SCHEDULE FOR THE UNFILLED
POSITIONS IN SOCCSKSARGEN REGIONAL OFFICE**

To: Schools Division Superintendents
Region and Division HRMPSBs

1. The DepEd SOCCSKSARGEN Regional Office announces the hiring of a vacant positions at DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Barangay Carpenter Hill, Koronadal City, as follows:

- **one (1) Accountant II** for Finance Division-Accounting Section
- **one (1) Contract of Service (COS) position, Housekeeping Personnel** for Human Resource Development Division-NEAP

2. Pursuant to DepEd Order 30, s. 2025 titled, "Inclusive Employment Policy in the Department of Education," this region highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities, to apply.

3. Interested and qualified applicants should signify their interest in writing. The Application letter must be attached with required documents (See Enclosure 2: Checklist of Requirements) and send to the address below not later than **July 20, 2026**.

ALBERTO T. ESCOBARTE, CESO II

Regional Director

DepEd RO XII, Carpenter Hill, City of Koronadal
hrmps.region12@depd.gov.ph

4. All applicants must strictly comply with the qualification standards, duties and responsibilities, and documentary requirements outlined in the **Notice of Vacancy**.

5. Deadlines must be strictly observed.

6. The indicative schedule of HRMPSB activities must be observed.

Date and Time	Activity	Person Responsible
July 15, 2026 03:00pm	Online Orientation on the submission of Documents https://bit.ly/OnlineOrientation_SubManDocReqs	HRMPSB Secretariat



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

	<i>Accountant II</i> <i>Housekeeping Personnel (COS)</i>	
July 27, 2026 09:00am	Initial Screening/Deliberation of Documents <i>Accountant II</i> <i>Housekeeping Personnel (COS)</i>	HRMPSB
July 29, 2026 02:00pm	Written Examination and Skills Test (Face-to-Face) <i>Accountant II</i>	HRMPSB Secretariat
July 30-31, 2026 08:15am 08:30am (15-20 minutes per applicant) 1:00pm	Behavioral Event Interview <i>Accountant II</i> <i>Housekeeping Personnel (COS)</i> Setting up/ Briefing/Orientation for the Applicants Interview Proper Consolidation of Assessment	HRMPSB Secretariat HRMPSB HRMPSB

7. Other relevant information and updates shall be communicated by the HRMPSB secretariat through the applicants' email address or mobile number. **All applicants must ensure that all contact details provided are operational and functional.**

8. The following guidelines are important reminders for all concerned.

- Selection criteria and point system shall follow **DepEd Order No. 007, s. 2023**, specifically on the computation of points for the non-teaching group.
- Applicants must submit **only certificates of training not previously used** for promotion; otherwise, no points will be awarded.
- Incomplete mandatory requirements (items a-j in Enclosure A) submitted beyond the deadline will result in disqualification; in which case, these applicants shall not be included in the official list to advance to the next stage of the recruitment process.
- For purposes of verification, deemed necessary by the HRMPSB during the initial deliberation and screening of documents, other official records may be requested - including but not limited to the criteria on **Application of Education and Application of Learning and Development**.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 1 to Regional Memorandum ASD-2026-034

NOTICE OF VACANCY
July 7, 2026

Position/Salary Grade	Accountant II /16
Monthly Salary	Php45,694.00
No. of Position/ Place of Assignment	1 / Accounting Section, Finance Division, DepEd SOCCSKSARGEN Regional Office
Item Number	OSEC-DECSB-A2-840125-2014

QUALIFICATIONS	
Education	Bachelor's degree in Commerce/ Business Administration major in Accounting OR Bachelor of Science in Accountancy
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080, as amended, (Certified Public Accountant)

Duties and Responsibilities of an **Accountant II**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	1. Ascertains that transaction have been properly recorded in books 2. Verify financial statements made by subordinates, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
Financial Transactions Recording Procedures	1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors 2. Understanding and application of such by SDO, schools and learning centers. 3. Provides inputs for improvement of accounting section 4. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 2 to Regional Memorandum ASD-2026-034

NOTICE OF VACANCY
July 7, 2026

Position/Salary Grade	Housekeeping Personnel
Monthly Salary	Php580.00/per day
Premium (20%)	Quarterly (Total Net Pay)
No. of Position/Place of Assignment	1/National Educators Academy of the Philippines RXII, Human Resource Development Division, DepEd SOCCSKSARGEN Regional Office
Item Number	Contract of Service

QUALIFICATIONS	
Education	At least High School Graduate Vocational training in housekeeping or janitorial services is a plus
Experience	Experience in housekeeping, cleaning or related work
Training	None required
Eligibility	None required

Duties and Responsibilities of **Housekeeping Personnel**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Management of General Services	1. Perform routine duties in cleaning and servicing guest rooms and baths under the supervision of the Dormitory Manager; 2. Promote a positive image towards guests and show pleasant, honest, and friendly disposition and prompt in addressing guests requests and problems; 3. Maintain complete knowledge of and comply with all housekeeping policies/services and dormitory's procedures and standards; 4. Demonstrate complete knowledge of correct maintenance and use of equipment; 5. Anticipate guests needs, respond promptly, and acknowledge them at all times; 6. Familiarize all dormitory services/ features and local attractions and events to respond to guest inquiries accurately; 7. Monitor and maintain cleanliness, sanitation, and organization of assigned work areas; and 8. Does other related works.

The DepEd SOCCKSARGEN Regional Office highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 20, 2026**.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- 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 2026) with Work Experience Sheet, if applicable.
- c. Hard copy or electronic copy of valid and updated PRC License/ID, if applicable.
- d. Hard copy or electronic copy of Certificate of Eligibility/Rating², if applicable.
- e. Hard copy or electronic copy 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. Hard copy or electronic copy of Certificate/ s of Training, if applicable.
- g. Hard copy or electronic copy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
- h. Hard copy or electronic copy of latest appointment, if applicable.
- i. Hard copy or electronic copy of the Performance Rating in the last rating period(s) covering one (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 HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Hard copy or electronic copy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 200) is not relevant to the position to be filled, if applicable.

Qualified Applicants are advised to hand-in or send through courier/email their application to:

KATHRINE H. LOTILLA

Director III

DepEd RO XII, Carpenter Hill, City of Koronadal
hrmpsb.region12@deped.gov.ph

The Personnel Section will be **accepting application of interested and qualified applicants** for evaluation of documents.

Please refer to DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for the criteria and number of points assigned to each criterion.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

Note: Only applicant/s with complete requirements shall be entertained.

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer (Human Resource Management Officer IV)

- Duration: 11 February 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department, provides assistance in the management of the Division's programs and activities, and performs other related functions.

- Duration: 2 January 2002 – 10 February 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report on appointments issued, preparation of minutes of meetings of various HR committees, monitoring of trainings conducted, responds to queries, and performs other related functions.

(Signature over Printed Name
of Employee/Applicant)

Date: _____



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

CHECKLIST OF REQUIREMENTS

Application Code: _____

Name of Applicant: _____
Last Name First Name Middle Name Suffix
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 complied)	Remarks
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 2026) with Work Experience Sheet, if applicable			
c.	Hard copy or electronic copy of valid and updated PRC License/ ID, if applicable.			
d.	Hard copy or electronic copy of Certificate of Eligibility/ Rating ² , if applicable.			
e.	Hard copy or electronic copy 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.	Hard copy or electronic copy of Certificate/ s of Training, if applicable.			
g.	Hard copy or electronic copy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Hard copy or electronic copy of latest appointment, if applicable			
i.	Hard copy or electronic copy of the Performance Rating in the last rating period(s) covering one (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			
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 by:

EMERIN B. ASTILLERO

Supervising Administrative Officer
Administrative Services Division

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.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



06 Jul 2026

REGION MEMORANDUM
ASD-2026-035

**CHANGE OF DATES FOR THE SCREENING SCHEDULE AND ONLINE JOB
INTERVIEW OF THE UNFILLED POSITIONS IN THE REGIONAL OFFICE**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. Due to equally significant commitments at the Regional Office, this office hereby announces the revised schedule for the screening process, written examination, and behavioral event interview for the unfilled positions within the Regional Office.

Activity	Then	To
Initial Screening/Deliberation of Documents Chief Education Supervisor Education Program Supervisors Administrative Officer V (Human Resource Management Officer III) Accountant I Learner Rights and Protection Personnel Technical Assistant I (Contract of Service)	June 8-9, 2026	July 17 and 24, 2026
Written Examination and Skills Test (Face-to-Face) Chief Education Supervisor Education Program Supervisors Administrative Officer V (Human Resource Management Officer III) Accountant I Technical Assistant I (Contract of Service)	June 10, 2026	July 29, 2026



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Behavioral Event Interview <i>Chief Education Supervisor</i> <i>Education Program Supervisors</i> <i>Administrative Officer V (Human Resource Management Officer III)</i> <i>Accountant I</i> <i>Learner Rights and Protection Personnel</i> <i>Technical Assistant I (Contract of Service)</i>	June 15, 2026	July 30-31, 2026
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2. All other details contained in **Region Memorandum ASD-2026-031** and **Region Memorandum ASD-2026-004** are still enforced.
3. For information and compliance of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encls.: None

References: DO No. 007, s. 2023/DO No. 20, s. 2024/RM-AD-2025-017 and RM-2025-019

Allotment: N o n e

To be indicated in the Perpetual Index
under the following subject:

HUMAN RESOURCE

RBR/AD-CHANGE OF DATES FOR THE SCREENING SCHEDULE AND ONLINE JOB INTERVIEW FOR THE
UNFILLED POSITIONS IN THE REGIONAL OFFICE
038/July 6, 2026

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