



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

hrmpsrb.region12@deped.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



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



Certificate No. PHP QMS 24 93 0190



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	<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 <i>(15-20 minutes</i> <i>per applicant)</i> 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.

- a. Selection criteria and point system shall follow **DepEd Order No. 007, s. 2023**, specifically on the computation of points for the non-teaching group.
- b. Applicants must submit **only certificates of training not previously used** for promotion; otherwise, no points will be awarded.
- c. 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.
- d. 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**.



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- e. An **online Behavioral Event Interview (BEI)** shall be conducted using MS Teams. The RO-ICTU shall ensure stable connectivity. The committee shall adopt the same process as that of the face-to-face interview.
 - f. No additional documents shall be required after the interview. The final scores will be based on deliberation results and shall be presented during the conduct of the **Open Ranking System**.
 - g. The Secretariat shall send the link of the profile of applicants and the comparative assessment template to the HRMPSB members through DepEd email account. Assignment of points for the **Potential Criteria** shall be accomplished by the HRMPSB members during the job interview.
 - h. Applicants shall be informed of the result of the initial evaluation through official communication channels via email or SMS.
9. Refer to the following enclosures for specific details.
- Enclosure 1: Notice of Vacancy for Accountant II (FD-Accounting Section)
 - Enclosure 2: Notice of Vacancy for Housekeeping Personnel (HRDD-NEAP)
 - Enclosure 3: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference
 - Enclosure 4: ANNEX H-1 - CS Form No. 212 Revised 2026 - Personal Data Sheet, for reference
 - Enclosure 5: ANNEX H-2 - CS Form No. 212 Attachment - Work Experience Sheet, for reference
10. Meals relative to the conduct of the activity shall be charged from the Regional MOOE Fund, subject to the usual accounting and auditing rules and regulations.
11. For inquiries, contact Emerin B. Astillero, Supervising Administrative Officer at 0965-326-5725.
12. Wide dissemination of this memorandum is desired.


ATTY. ALBERIO T. ESCOBARTE, CESO II
Regional Director

Encls.: As stated

References: DO No. 007, s. 2023, DO No. 20, s. 2024, Memorandum DM-OUHROD-2025-0866 and Memorandum OULLA-2025-446

Allotment: None

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

HUMAN RESOURCE

RBR/ASD/RM-RECRUITMENT AND SELECTION SCHEDULE FOR THE UNFILLED POSITIONS IN THE SOCCSKSARGEN REGIONAL OFFICE
037/July 6, 2026

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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	<ol style="list-style-type: none">1. Ascertains that transaction have been properly recorded in books2. Verify financial statements made by subordinates, verify the journal voucher3. Prepares adjusting entries and journal vouchers4. Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	<ol style="list-style-type: none">1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
Financial Transactions Recording Procedures	<ol style="list-style-type: none">1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors2. Understanding and application of such by SDO, schools and learning centers.3. Provides inputs for improvement of accounting section4. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.



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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	<ol style="list-style-type: none"> 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 SOCCSKSARGEN 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**.



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- 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.