



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

10 Aug 2026

REGIONAL MEMORANDUM
ASD-2026-041

**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 Accountant I** for Finance Division-Accounting Section
- **one Front Desk Attendant** 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 **August 25, 2026**.

KATHRINE H. LOTILLA

Director III

DepEd RO XII, Carpenter Hill, City of Koronadal

hrmpsb.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
August 19, 2026 03:00pm	Online Orientation on the submission of Documents https://bit.ly/OnlineOrientation_SubManDocReqs <i>Accountant I Front Desk Attendant (Contract of Service)</i>	HRMPSB Secretariat



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August 31, 2026 09:00am	Initial Screening/Deliberation of Documents <i>Accountant I</i> <i>Front Desk Attendant (Contract of Service)</i>	HRMPSB
September 2, 2026 02:00pm	Written Examination and Skills Test (Face-to-Face) <i>Accountant I</i> <i>Front Desk Attendant (Contract of Service)</i>	HRMPSB Secretariat
September 4, 2026 08:15am 08:30am <i>(15-20 minutes 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**.
- 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.



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- 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 I (FD-Accounting Section)
Enclosure 2: Notice of Vacancy for Front Desk Attendant (COS-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. ALBERTO 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
040/August 10, 2026

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Enclosure 1 to Regional Memorandum ASD-2026-041

NOTICE OF VACANCY
August 13, 2026

Position/Salary Grade	Accountant I / 12
Monthly Salary	Php33,947.00
No. of Position/ Place of Assignment	1 / Accounting Section, Finance Division, DepEd SOCCSKSARGEN Regional Office
Item Number	OSEC-DECSB-A1-840123-2014

QUALIFICATIONS	
Education	Bachelor's degree in Commerce/ Business Administration major in Accounting OR Bachelor of Science in Accountancy
Experience	None Required
Training	None Required
Eligibility	RA 1080, as amended, (Certified Public Accountant)

Duties and Responsibilities of an **Accountant I**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	1 Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. 2 Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. ↳ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ↳ Checks the accuracy, validity and appropriateness of income and expenditure transactions.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	↳ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. ↳ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. ↳ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. ↳ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.
Secondary Duties	Perform other functions as assigned.

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 **August 25, 2026**.

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.
- Duly accomplished PDS (CS Form No. 212, Revised 2026) with Work Experience Sheet, if applicable.
- Hard copy or electronic copy of valid and updated PRC License/ID, if applicable.
- Hard copy or electronic copy of Certificate of Eligibility/Rating², if applicable.
- 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.
- Hard copy or electronic copy of Certificate/ s of Training, if applicable.
- Hard copy or electronic copy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
- Hard copy or electronic copy of latest appointment, if applicable.
- 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.
- 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



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- 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

hrmps.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.

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