



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

January 16, 2026

**DIVISION MEMORANDUM**

No. 23, s. 2026

**ANNOUNCEMENT OF VACANCIES FOR  
ATTORNEY III AND ADMINISTRATIVE OFFICER IV (RECORDS OFFICER II) POSITIONS**

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

1. This is to announce to the field that this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB), will conduct a comparative assessment of the following vacant positions:

POSITION TITLE	NUMBER OF VACANCY/ IES	PLACE OF ASSIGNMENT
Attorney III	1	Office of the Schools Division Superintendent – Legal Unit
Administrative Officer IV (Records Officer II)	1	Office of the Schools Division Superintendent – Records Section

2. The reference for the comparative assessment for non-teaching positions is **Deped Order No. 07, s. 2023**
3. 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, Place of Assignment, and Job Summary.
4. 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.
5. Attached as **Annex C** is the Personal Evaluation Sheet to be filled-out by the applicant.
6. All interested applicants are requested to submit the application requirements to the following venues:



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POSITION TITLE	PLACE OF ASSIGNMENT	VENUE FOR THE SUBMISSION OF REQUIREMENTS
Attorney III	Office of the Schools Division Superintendent – Legal Unit	HRMPSB (through the Office of the Assistant Schools Division Superintendent)
Administrative Officer IV (Records Officer II)	Office of the Schools Division Superintendent – Records Section	

8. 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.
9. The deadline for submission is **Tuesday, January 27, 2026, 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. Immediate and wide dissemination of this Memorandum is enjoined.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**ANNEX A**

**NOTICE OF VACANCIES**

<b>POSITION PROFILE: Attorney III</b>				
<b>SALARY GRADE:</b> 21	<b>MONTHLY SALARY:</b> 70,013.00	<b>NO. OF VACANCIES:</b> 1		
<b>PLACE OF ASSIGNMENT:</b>	<ul style="list-style-type: none"><li>Office of the Schools Division Superintendent - Legal Unit</li></ul>			
<b>ITEM NUMBER/S:</b>	<ul style="list-style-type: none"><li>OSEC-DECSB-ATY3-390004-2014</li></ul>			
<b>CSC QUALIFICATION STANDARDS:</b>				
<b>EDUCATION:</b>	Bachelor of Laws			
<b>EXPERIENCE:</b>	One (1) year relevant experience			
<b>TRAINING:</b>	4 hours of relevant training			
<b>ELIGIBILITY:</b>	RA 1080 (Bar)			
<b>PREFERRED QUALIFICATIONS:</b> N/A				
<b>JOB SUMMARY:</b>				
<ul style="list-style-type: none"><li>To provide effective, efficient, judicious and expeditious legal service to the Division Office through:<ul style="list-style-type: none"><li>impartial, evidenced-based, and speedy disposition of administrative cases;</li><li>effective and efficient delivery of in-house legal services ;</li><li>safeguarding the Department's rights and interests on School Sites; and</li><li>constant monitoring and timely submission of reportorial requirements to appropriate authorities.</li></ul></li></ul>				

<b>POSITION PROFILE: Administrative Officer IV (Records Officer II)</b>				
<b>SALARY GRADE:</b> 15	<b>MONTHLY SALARY:</b> 40,208.00	<b>NO. OF VACANCIES:</b> 1		
<b>PLACE OF ASSIGNMENT:</b>	<ul style="list-style-type: none"><li>Office of the Schools Division Superintendent - Records Section</li></ul>			
<b>ITEM NUMBER/S:</b>	<ul style="list-style-type: none"><li>OSEC-DECSB-ADOF4-390011-2014</li></ul>			
<b>CSC QUALIFICATION STANDARDS:</b>				
<b>EDUCATION:</b>	Bachelor's degree			
<b>EXPERIENCE:</b>	One (1) year relevant experience			
<b>TRAINING:</b>	4 hours of relevant training			
<b>ELIGIBILITY:</b>	Career Service Professional (Second Level Eligibility)			
<b>PREFERRED QUALIFICATIONS:</b> N/A				
<b>JOB SUMMARY:</b>				
<ul style="list-style-type: none"><li>To establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.</li></ul>				

## CHECKLIST OF REQUIREMENTS

**Annex B**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes (  ) No (  )  
 Solo Parent: Yes (  ) No (  )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant, check if submitted)</i>	Verification <i>(To be checked out by the HRMO, HR Office sub-committee)</i>	
		Status of Submission <i>(Check if completed)</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

In consonance with Republic Act No. 8792 or the *Electronic Commerce Act of 2000*, (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and in (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference).



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Sorsogon Province



POSITION APPLIED FOR: \_\_\_\_\_

APPLICATION CODE: \_\_\_\_\_

PERSONAL EVALUATION SHEET

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

M.I. \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

GENDER:  Male  Female

CIVIL STATUS: \_\_\_\_\_

- Single
- Married
- Widowed
- Separated
- Others: \_\_\_\_\_

AGE: \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_

RELIGION: \_\_\_\_\_

Are you a member of any indigenous group?

Yes  No

If yes, please specify: \_\_\_\_\_

Are you a person with disability?

Yes  No

If yes, please specify: \_\_\_\_\_

QUALIFICATION STANDARDS

EDUCATIONAL BACKGROUND: \_\_\_\_\_

- Elementary Graduate
- High School Graduate
- Bachelor's Degree  
Please specify: \_\_\_\_\_
- Master's Degree  
Please specify: \_\_\_\_\_
- Doctorate Degree  
Please specify: \_\_\_\_\_

TOTAL TRAINING HOURS: \_\_\_\_\_

EMPLOYMENT HISTORY:

COMPANY/AGENCY	POSITION	DURATION

ELIGIBILITY:

- CSC Sub-Professional/First Level Eligibility/Barangay Official Eligibility
- CSC Professional/Second Level Eligibility/Honor Graduate Eligibility
- RA 1080, please specify: \_\_\_\_\_

CONFIRMATION SLIP

POSITION APPLIED FOR: \_\_\_\_\_

QUALIFICATION:  QUALIFIED, with recommendation for Comparative Assessment  
 QUALIFIED, with recommendation for further assessment by Sub-committee  
 DISQUALIFIED, on the grounds of: \_\_\_\_\_

APPLICATION CODE:	PRE-ASSESSED BY:
	Signature over Printed Name