

Republic of the Philippines

Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



December 6, 2024

DIVISION MEMORANDUM No.2 3 2 1 S. 2024

To: Asst. Schools Division Superintendent

Members of the Division HRMPSB

All Elementary and Secondary School Heads

This Division

CALL-UP OF APPLICATION FOR SECONDARY SCHOOL PRINCIPAL I POSITION PUBLISHED DECEMBER 6 TO 16, 2024

- 1. The field is hereby informed of the Call-up of Applications for various vacant positions published in the Civil Service Commission official website.
- 2. Refer to the attached publication request (CS Form No. 9 Revised 2018) for the details of its CSC minimum qualification standards.
- 3. All qualified applicants regardless of gender, status, religion, Persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also advised to access the online application thru this link bit.ly/3NRB70y and submit the mandatory documents for application such as the following:
 - a. Letter Intent addressed to the Schools Division Superintendent

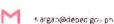
KAREN L. GALANIDA, PHD, CESO V Schools Division Superintendent

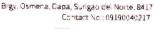
- b. Duly accomplished PDS (CS Form 212 Revised 2017) with work experience sheet if applicable
- c. Photocopy of valid and updated PRC License (not expired)
- d. Photocopy of proof of Eligibility (Not expired)
- e. Photocopy of TOR with CAV
- f. Photocopy of certificate/s of training
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable.
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Rating in the last rating period covering one (1) year in the current/ latest position prior to the deadline of submission if applicable.















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- j. Checklist of the requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity CAV) of the documents submitted and Data Privacy concept form pursuant to RA 10173 (*Data Privacy Act of 2012*).
- k. Other documents as maybe required by the HRMPSB for Comparative Assessment, including but not limited to:
 - i. Means of Verification or (MOV's) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment and
 - *ii.* Photocopy of the Performance Rating obtained from the relevant work experience, if Performance rating in item (i) is not relevant to the position to be filled, if applicable.
- 4. For Teaching-related positions documents must be enclosed in a green expandable folder with fastener and submit to the Records Unit on or before **December 16. 2024.**
- 5. Interview and practical exam will be on **December 17-18, 2024**. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.
- 6. Late and incomplete submission of required documents will not be accepted and considered as disqualified.

7. For immediate and wide dissemination.

KAREN L. GALANIDA, PHD, CESO V Schools Division Superintendent

Encls.: None

References: DepEd order no. 07, s. 2023

To be indicated in the

Perpetual index under the following subjects:

HRMPSB

PRIME-HRM

RSP











