



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



December 6, 2024

DIVISION MEMORANDUM

No. **2-321** 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/3NRB7oy 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



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