



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



December 6, 2024

**DIVISION MEMORANDUM**

No. **12-325**, 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 TEACHING POSITIONS (MT I,  
T III, & T II) PUBLISHED DECEMBER 11 TO 23, 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](http://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.



Brig. Osmera, Dapa, Surigao del Norte, 8417  
Contact No.: 09190040217



[siargao@deped.gov.ph](mailto:siargao@deped.gov.ph)



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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 positions documents must be enclosed in a green expandable folder with fastener and submit to the Records Unit on or before **December 23, 2024**.
5. Interview and practical exam will be on **January 3, 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**



Bigy. Osmera, Dapa, Surigao del Norte, 8417  
Contact No.: 09190040217



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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

KAREN L. GALANIDA, PhD, CESO V  
Schools Division Superintendent  
Date: 11-Dec-24

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Posting
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Master Teacher I (Secondary)	OSEC-DECSB-MTCHR1-1020002-2022	18	49015	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	PBET/RA1080 (Teacher)		Division
Teacher III (Secondary)	ANTICIPATED VACANCY	13	32870	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	PBET/RA1080 (Teacher)		Division



ANTICIPATED VACANCY	12	30705	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	PBET/RA1080 (Teacher)	Division Wide
Teacher I (Secondary)	11	28512	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	none required	PBET/RA1080 (Teacher)	Division Wide

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 December 23, 2024.

- Original copy of Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with the attachment of CS Form 212 Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) with recent passport-sized picture - duly notarized
- Original copy of Authenticated Performance rating **in the last rating period** (if applicable);
- Original copy of Authenticated certificate of eligibility/rating/license; and
- Original copy of Transcript of Records and CAV.

**INTERESTED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ROCHELL M. BONCAROS**

Administrative Officer IV (HRMO II)  
 KM. 3, BRGY. OSMEÑA, DAPA, SDN  
[siargao.hrmo@deped.gov.ph](mailto:siargao.hrmo@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**