



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



December 20, 2024

DIVISION MEMORANDUM

No. 2-334, S. 2024

**To: Asst. Schools Division Superintendent
Members of the Division HRMP SB
All Elementary and Secondary School Heads
This Division**

**CALL-UP OF APPLICATION FOR VARIOUS VACANCY OF SDO SIARGAO
PUBLISHED DECEMBER 20, 2024 TO JANUARY 1, 2025**

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.



Brgy. Osmera, Dapa, Surigao del Norte, 8417
Contact No.: 09190840217



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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 Red expandable folder for Non-teaching positions submit to the Records Unit on or before **January 1, 2025**.

5. Interview and practical exam will be on **January 2, 2025**. 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



Brgy. Osmera, Dapa, Surigao del Norte, 8417
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DepEd Sargao

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

To: 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. GALAMIDA, PhD, CESO V
Schools Division Superintendent

Date: December 20, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
21	Master Teacher I (Elementary Grades) 1995 QS	OSEC-DECSB-MTCHRI-1020984-1998	18	49015	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education ; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	PBET/RA1080 (Teacher)		DIVISION WIDE
2	Teacher III (Elementary Grades) 1995 QS	ANTICIPATED VACANCY	13	32870	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	PBET/RA1080 (Teacher)		DIVISION WIDE
3	Teacher II (Elementary Grades) 1995 QS	ANTICIPATED VACANCY	12	30705	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	PBET/RA1080 (Teacher)		DIVISION WIDE

4	Teacher I (Elementary Grades) 1995 OS	ANTICIPATED VACANCY	11	28512	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET/RA1080 (Teacher)		DIVISION WIDE
5	Teacher II- (Senior High School - Academic Track)	OSEC-DECSB-TCH2-1020465-2016	12	30705	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Masters' Degree in relevant strand/subject	None required	None required	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); if not RA 1080 eligible, must pass the LET within five (5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required		DIVISION WIDE
6	Teacher II- (Senior High School - Academic Track)	OSEC-DECSB-TCH2-1021393-2017	12	30705	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Masters' Degree in relevant strand/subject	None required	None required	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); if not RA 1080 eligible, must pass the LET within five (5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required		DIVISION WIDE
7	Teacher II- (Senior High School - Academic Track)	OSEC-DECSB-TCH2-1020594-2017	12	30705	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Masters' Degree in relevant strand/subject	None required	None required	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); if not RA 1080 eligible, must pass the LET within five (5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required		DIVISION WIDE

8	Teacher II- (Senior High School - Academic Track)	OSEC-DECSB-TCH2-1020474-2016	12	30705	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Masters' Degree in relevant strand/subject	None required	None required	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); If not RA 1080 eligible, must pass the LET within five (5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required	DIVISION WIDE
9	Teacher II- (Senior High School - Academic Track)	OSEC-DECSB-TCH2-1022457-2018	12	30705	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Masters' Degree in relevant strand/subject	None required	None required	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); If not RA 1080 eligible, must pass the LET within five (5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required	DIVISION WIDE
10	Administrative Officer V (Administrative Officer III)	OSEC-DECSB-ADOF5-1020010-2004	18	49015	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional/Second level Eligibility)	DIVISION WIDE
11	Librarian II	OSEC-DECSB-LIB2-1020012-2014	15	38413	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science.	4 hours relevant training	1 year relevant experience	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 January 1, 2025.

1. 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 with recent passport-sized picture - duly notarized
2. Original copy of Authenticated Performance rating **in the last rating period** (if applicable);
3. Original copy of Authenticated certificate of eligibility/rating/license; and
4. Original copy of Transcript of Records and CAV.

QUALIFIED 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. OSMENA, DAPA, SDN

slarao.hrmo@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.