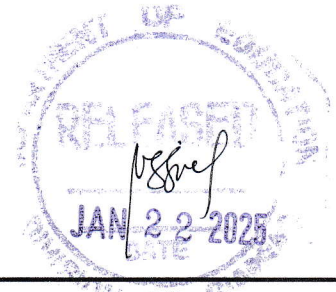




Republic of the Philippines  
**Department of Education**  
 CARAGA REGION  
 SCHOOLS DIVISION OF SIARGAO



January 17, 2025

**DIVISION MEMORANDUM**

No. 01-015 s. 2025

**CALL-UP APPLICATION FOR TEACHING POSITIONS IN THE SCHOOLS  
 DIVISION OF SIARGAO**

1. The field is hereby informed of the call-up of Applications for vacant positions published on Civil Service Commission Official website.
2. Refer to the list of vacant positions and its civil service commission minimum qualification standards stated below:

<b>CSC Minimum Qualification Standards</b>					
Position Title	Salary Grade/Monthly Salary	Education	Training	Experience	Eligibility
Head Teacher I (Elementary)	SG 14 P 35,434.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	Teacher-in-Charge for 1 yr; or Teacher for 3 yrs	RA 1080 (Teacher)
Teacher III (Elementary Grades) 1995 QS	SG 13 P 32,870.00	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	2 years Relevant Experience	PBET/RA1080 (Teacher)
Teacher II (Elementary Grades) 1995 QS	SG 12 P 30,705.00	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	1 year Relevant Experience	PBET/RA1080 (Teacher)
Teacher I (Elementary Grades) 1995 QS	SG 11 P 28,512.00	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18	None Required	None Required	PBET/RA1080 (Teacher)



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		professional units in Education			
Master Teacher I (Secondary Grades) 1995 QS	SG 18 P 49,015.00	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)
Teacher III (Secondary Grades) 1995 QS	SG 13 P 32,870.00	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)
Teacher II (Secondary Grades) 1995 QS	SG 12 P 30,705.00	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)
Teacher I (Secondary Grades) 1995 QS	SG 11 P 28,512.00	Bachelor of Secondary Education or bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	PBET/RA1080 (Teacher)
Teacher III (Senior High School)	SG 13 P 32,870.00	Bachelor's degree with a major in the relevant strand/subject; or any bachelor's degree plus at least 12 units	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); If not RA 1080 eligible, must pass the LET within five



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		towards master's degree in relevant strand/subject		specialization	(5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required
Teacher II (Senior High School)	SG 12 P 30,705.00	Bachelor's Degree with a major in the relevant strand/subject; or any bachelor's degree plus at least 6 units towards Master's 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
Teacher I (Senior High School)	SG 11 P 28,512.00	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree with at least 15 units of specialization in the 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

3. All qualified applicants regardless of gender, status, religion, Persons with disability (PWD), members of indigenous communities, those with diverse sexual orientation gender and expression (SOGIE), and members of the LGBTQ and the likes applicants are advised to access the online application thru this link [bit.ly/3NRB7oy](http://bit.ly/3NRB7oy) and submit the mandatory documents for the application such as the following:



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a. Letter of intent addressed to:

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent

- b. Duly accomplished PDS (CS Form 212 revised 2017) with work experience sheet
- c. Photocopy of valid and updated PRC License if applicable
- d. Photocopy of proof Eligibility (*Not expired*)
- e. Photocopy of TOR with CAV
- f. Photocopy of certificate/s of training (*if applicable*)
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable
- h. Photocopy of the latest appointment (*if applicable*)
- i. Photocopy of the Performance Rating in the last rating period covering the one (1) year in the current/latest position prior to the deadline of submission (*if applicable*)
- j. Checklist of the requirements and Omnibus Sworn Statement on the Certification 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 maybe required as may be required by the HRMPSB for Comparative Assessment including but not limited to:
  - i. Means of Verification (MOV's) showing Outstanding Accomplishment, showing Outstanding Accomplishments, 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*).



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4. For Teaching-related positions, documents must be enclosed in a green expandable folder and must be submitted to the Records Unit on or before **January 27, 2025.**
5. Late and incomplete submissions of documents will not be accepted and considered as disqualified.
6. Only those qualified applicants will be notified thru text message or call from the HRMPSB Secretariat.
7. Schedule of Comparative Assessment including Work Sample Test and Behavioral Event Interview of the qualified applicants will be on **February 4, 2025, at the Division Training Center.**
8. Immediate and wide dissemination of this memorandum is highly desired

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent

To be included in the perpetual index  
of the following subject:

HRMPSB PRIME-HRM      RSP    HR