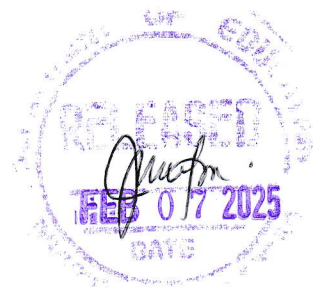




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



February 7, 2025

DIVISION MEMORANDUM

No. **02-042**, S. 2025

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

CALL-UP OF APPLICATION FOR VACANT POSITIONS OF SDO SIARGAO

1. In adherence to the Department of Education's principle of merit and fitness, we are pleased to announce the opening of applications for the following vacant positions published in the Civil Service Commission official website.
2. Refer to the following positions and its CSC minimum Qualification Standards (QS):

Position	Education	Training	Experience	Eligibility
Head Teacher I (Elementary Grades)	Bachelor's degree in Elementary education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	TIC for 1 year or Teacher for 3 years	RA1080 (Teacher)
Teacher III (Elementary Grades) 1995 QS - Anticipated Vacancy	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2years relevant experience	RA1080 (Teacher)
Teacher II (Elementary Grades) 1995	Bachelor of Elementary Education	None required	1year relevant experience	RA1080 (Teacher)



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217
Website: sdosiargao.com

siargao@deped.gov.ph

DepEd Siargao



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QS Anticipated vacancy	(BEEd) or Bachelor's degree plus 18 professional units in Education			
Teacher I (Elementary Grades) 1995 QS-Anticipated vacancy	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA1080 (Teacher)
Administrative Officer IV (Administrative Officer II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level Eligibility
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second level Eligibility
Teacher II - Senior High School (Academic Track)	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	<p>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;</p> <p>APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required</p>



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3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes are requested to submit their application to the Human Resource Management Unit thru the Records unit the mandatory documentary requirement for application such as the following:

- a. Letter Intent addressed to the Schools Division Superintendent
MANUEL O. CABERTE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2017) with work experience sheet.
- c. Photocopy of valid and updated PRC License
- d. Photocopy of proof of Eligibility
- 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 latest appointment, if applicable
- i. Photocopy of the Performance Rating in the last rating period covering one (1) full cycle 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 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 the Teacher I position, applicants are not required to submit their intent to apply, as we will be utilizing the most recent Registry of Qualified Applicants.

5. For teaching positions, please enclose all pertinent documents in a green expandable folder and for non-teaching positions, enclose the documents in a red expandable folder. The deadline for submission is on or before **February 18, 2025** thru the Records section.



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6. Interview and practical exam will be announced later. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.
7. Late and incomplete submission of required documents will not be accepted and considered as disqualified.
8. For immediate and wide dissemination.

MANUEL O. CABERTE

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

Encls.: None

References: DepEd order no. 07, s. 2023
DepEd order no. 20, s. 2024
DepEd order no. 21, s. 2024

To be indicated in the Perpetual index under the following subjects:
HRMPSB PRIME-HRM RSP

OSDS/rboncaros
02/07/25




Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

 siargao@deped.gov.ph

 DepEd Siargao

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:

MANUEL O. CABERTE
Schools Division Superintendent
Date: February 7, 2025

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)	
1	Head Teacher I (Elementary Grades)	OSEC-DECSB-HTEACH1-1020068-2019	14	37024	Bachelor's degree in Elementary education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	TIC for 1 year or Teacher for 3 years	RA1080 (Teacher)		DIVISION WIDE
2	Teacher III (Elementary Grades) 1995 QS	ANTICIPATED VACANCY	13	34421	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA1080 (Teacher)		DIVISION WIDE
3	Teacher II (Elementary Grades) 1995 QS	ANTICIPATED VACANCY	12	32245	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA1080 (Teacher)		DIVISION WIDE

4	Teacher I (Elementary Grades) 1995 QS	ANTICIPATED VACANCY	11	30024	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	None required	RA1080 (Teacher)		DIVISION WIDE
5	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-1020015-2014	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level Eligibility		DIVISION WIDE	
6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-1020132-2024	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second level Eligibility		DIVISION WIDE	
7	Teacher II - Senior High School (Academic Track)	OSEC-DECSB-TCH2-1020594-2017	12	32245	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		DIVISION WIDE	
8	Teacher II - Senior High School (Academic Track)	OSEC-DECSB-TCH2-1020465-2016	12	32245	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		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 February 17, 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:

MANUEL O. CABERTE

OIC- SCHOOLS DIVISION SUPERINTENDENT

KM. 3, BRGY. OSMENA, DAPA, SDN

slargao.hrmno@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.