



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



February 7, 2025

DIVISION MEMORANDUM

No. **02-045**, S. 2025

To: Asst. Schools Division Superintendent
Members of the Division HRMPSB
Division Chiefs and Personnel
All Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

**CALL-UP OF APPLICATION FOR TEACHER I POSITION FOR SCHOOL YEAR
(SY) 2025-2026 OF SDO SIARGAO**

1. Pursuant to DepEd order no. 07, s. 2023 and to DepEd order no. 21, s. 2024 which provide guidelines on the recruitment, selection, and appointment in the Department of Education, interested applicants are hereby informed of the acceptance of applications for Teacher I position in the elementary, junior high school, and senior high school level.

2. Refer to the following CSC minimum Qualification Standards (QS) of the position.

Position	Education	Training	Experience	Eligibility
Teacher I (Elementary Grades) 1995 QS	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA1080 (Teacher)
Teacher I - Junior High School	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with	None required	None required	RA1080 (Teacher)

Address: Km. 3, Brgy. Osmena, Dapa, Surigao del Norte
Contact No.: 09190040217



siargao@deped.gov.ph



DepEd Siargao



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	appropriate major			
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	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 the LGBTQA+, SOGIE and the likes are enjoined to submit their application to the schools of their choice in consideration of RA No. 8190 or Localization law, not later than February 19, 2025. Mandatory documents for application are as follows:

- 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



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- 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. Timeline of the different activities are as follows:

Date	Activity	Venue	Persons involve
February 11-19, 2025	Submission of Applications	All Schools of SDO Siargao	Applicants, School Heads and AO-II of the school
February 20-24, 2025	Conduct of Initial Evaluation Result (IER)	All Schools of SDO Siargao	PSDS, School Heads and Administrative Officer II of the Schools
1 st Cluster- February 25, 2025	Orientation and Open ranking of the Education, Training, and	1 st cluster- Dapa East and West and Burgos districts.	Applicants, Division HRMPSB, PSDS and AO II of
2 nd Cluster - February 26, 2025	Experience (ETE) of the applicants	2 nd cluster – Gen. Luna, Pilar, Sapao, and San Benito districts	the identified districts.
3 rd Cluster – February 27, 2025		3 rd cluster- San Isidro, Numancia	



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4 th Cluster – February 28, 2025		east and West districts	
		4 th cluster- Socorro East and West districts.	
1 st Cluster- March 5, 2025	Conduct of Teacher's Reflection and Demonstration Teaching of Applicants in all levels.	1 st cluster- Dapa east and West and Burgos districts.	Applicants, Division HRMPSB, All identified assessors/evaluators, and All Administrative Officer II of the schools and districts of the cluster.
2 nd Cluster - March 6, 2025		2 nd cluster – Gen. Luna, Pilar, Sapao, and San Benito districts	
3 rd Cluster – March 7, 2025		3 rd cluster- San Isidro, Numancia East and West districts	
4 th Cluster – March 11, 2025		4 th cluster- Socorro East and West districts.	
March 18, 2025	Release of the Initial Result of the RQA SY 2025- 2026 subject for queries and corrections	SDO Siargao Official website and MANCOM facebook page, and HR Bulletins of all schools.	Applicants are given up to March 21, 2025 to make queries and corrections by submitting a formal letter address to the office of the Assistant Schools Division Superintendent thru the HR section.
March 28, 2025	Final result of the RQA SY 2025- 2026	SDO Siargao Official website and facebook page, and HR Bulletins of all schools.	Division HRMPSB

5. Applicants who were included in the RQA SY 2024-2025 but were not hired may request the HRMPSB to carry over their previous scores. They must submit a letter for the purpose.



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6. All applicants are requested to submit their pertinent documents following the color coding of folders per level of positions for easy filing and identification.

Kinder level	orange
Elementary level	white
Junior High School	violet
Senior High School	yellow
SNED	red

7. Applications with lacking documents and/or submitted beyond deadline shall not be considered and shall outright disqualify the applicant.

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/HR/RMB



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