



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



February 11, 2025

DIVISION MEMORANDUM

No. 02-046, S. 2025

**To: Asst. Schools Division Superintendent
Members of the Division HRMP SB
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 CSC minimum Qualification Standards (QS):

Position	Education	Training	Experience	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	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



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Medical Officer III	Doctor of Medicine	None required	None required	RA 1080 (Physician)
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)
Guidance Counselor I	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor II	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)

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 may be 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



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- 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 23, 2025** thru the Records section.
6. Interview and practical exam will be announced later. All qualify 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/rmboncaros
02/11/2025



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

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 11, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
1	Teacher II - Senior High School (Academic Track)	OSEC-DECSB-TCH2-1021377-2017	12	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		Pilar NHS
2	Medical Officer III	OSEC-DECSB-MDOF3-1020006- 2017	21	Doctor of Medicine	None required	None required	RA 1080 (Physician)		DIVISION WIDE
3	Dentist II	OSEC-DECSB-DENT2-1020011-2014	17	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)		DIVISION WIDE
4	Dentist II	OSEC-DECSB-DENT2-1020022-1998	17	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)		DIVISION WIDE
5	Guidance Counselor I	OSEC-DECSB-GUIDC1-1020008-2008	11	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		DAPA NHS

6	Guidance Counselor I	OSEC-DECSB-GUIDC1-1020009-2008	11	30024	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		
7	Guidance Counselor II	OSEC-DECSB-GUIDC2-1020064-2016	12	32245	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		DIVISION WIDE
8	Guidance Counselor II	OSEC-DECSB-GUIDC2-1020065-2016	12	32245	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		DIVISION WIDE
9	Guidance Counselor II	OSEC-DECSB-GUIDC2-1020066-2016	12	32245	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		DIVISION WIDE
10	Guidance Counselor II	OSEC-DECSB-GUIDC2-1020067-2016	12	32245	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		DIVISION WIDE
11	Guidance Counselor II	OSEC-DECSB-GUIDC2-1020068-2016	12	32245	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		DIVISION WIDE
12	Guidance Counselor II	OSEC-DECSB-GUIDC2-1020069-2016	12	32245	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		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 23, 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

siargao.hrm@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.