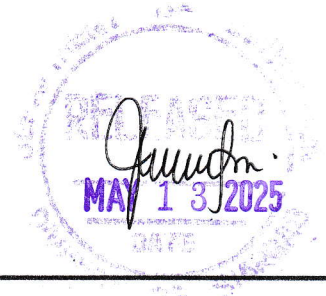




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



May 13, 2025

DIVISION MEMORANDUM

No. **05-150**, 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
School Principal IV (Elementary Grades)	Bachelor's Degree in Elementary Education; or bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	3 yrs. as Principal	PBET/RA1080 (Teacher)
School Principal III (Elementary Grades)	Bachelor's Degree in Elementary Education; or bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 yrs. as Principal	PBET/RA1080 (Teacher)



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School Principal II (Elementary Grades)	Bachelor's degree in elementary education or bachelor's degree eighteen (18) professional education units + 6 units of management	40 hours of relevant training	1 year as Principal	PBET/RA1080 (Teacher)
School Principal I (Elementary Grades)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	40 hours of relevant training	Head Teacher for 1yr; or Teacher-in-Charge for 2 yrs; or Master Teacher for 2 yrs; or Teacher for 5 yrs.	PBET/RA1080 (Teacher)
Teacher III (Elementary Grades) 1995 QS	Bachelor of Elementary Education (BEEd) 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	Bachelor of Elementary Education (BEEd) 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	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	PBET/RA1080 (Teacher)
School Principal I (Junior High School)	Bachelor's Degree in Secondary Education or	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or	PBET/RA1080 (Teacher)



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		Bachelor's degree w/ 18 professional education units		Teacher for 5 years	
Teacher (Junior School)	III High	Bachelor of Secondary Education or any Bachelor's Degree plus 18 professional units in education with appropriate major	None required	2 years Relevant Experience	PBET/RA1080 (Teacher)
Teacher (Junior School)	II High	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 (Junior School)	I High	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 (Senior School)	II High	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



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					CONTRACTUAL POSITION and PART-TIMERS: None Required
Teacher (Senior School)	I High	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
Teacher (Senior School)	II High	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 (Senior School)	I High	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree with at least 15 units of	None required	None required	APPLICANTS FOR A PERMANENT APPOINTMENT: RA1080 (Teacher); If not RA 1080 eligible, must pass the LET within five



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	specialization in the relevant strand/subject			(5) years after the date of first hiring; APPLICANTS FOR A CONTRACTUAL POSITION and PART-TIMERS: None Required
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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 requirements 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
 - 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 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. The deadline for submission is on or before **May 26, 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
05/13/2025



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

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DepEd Siargao