



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



May 19, 2025

DIVISION MEMORANDUM

No. **05-155**, 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 ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I) POSITION 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 Administrative Officer II (Administrative Officer I) for Secondary and Elementary level 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
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

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



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- 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.
5. For non-teaching positions, please enclose all pertinent documents in a red expandable folder. The deadline for submission is on or before **May 30, 2025** thru the Records section.
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/rmboncaros
05/16s/2025



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