



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



June 24, 2025

DIVISION MEMORANDUM

No. _____, S. 2025

06-178

CALL-UP OF APPLICATION FOR VACANT POSITIONS OF SDO SIARGAO

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

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	Trainin g	Experienc e	Eligibility
Special Education Teacher I (Elementary)	Bachelor's degree in education with specialization in special education	None required	None required	PBET/RA1080 (Teacher)
Teacher II (Senior High School Academic Strand)	Bachelor's degree with a major in the relevant strand/subject ; or any Bachelor's degree with 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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Administrative Assistant III (Senior Bookkeeper)	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
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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. Applicants are also advised to access the online application thru this link bit.ly/4dUZ62l and submit 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.

5. For teaching positions, please enclose all pertinent documents in a green expandable folder and for non-teaching positions, please enclose all pertinent documents in a red expandable folder. The deadline for submission is on or before **July 4, 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/rmboncaros
07/07/2025