

### Republic of the Philippines

# Department of Education

CARAGA REGION SCHOOLS DIVISION OF SIARGAO



July 7, 2025

**DIVISION MEMORANDUM** 

#### CALL-UP OF APPLICATION FOR VACANT POSITIONS OF SDO SIARGAO

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

- 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 position published in the Civil Service Commission official website.
- Refer to the following positions and CSC minimum Qualification Standards (QS):

Position	Education	Training	Experience	Eligibility
School	Master's	32 hours of	5 years	RA 1080, as
Principal I	degree in	training in	teaching	amended (Teacher)
	education, or	any or a	experience	5
	Educational	cumulative	and 1 year	
	Management,	of the	relevant	
	or Educational	following:	experience in	
	Leadership; or	Curriculum	any of the	
		, Pedagogy,	following:	
	Master's	School	learning area	
	degree in	Management	coordination,	
	relevant	and	subject area	0
**	learning area	Operations,	supervision,	
	with at least 9	Instructional	school	
	units in	Leadership	management	9
	Management	acquired	and	
		within the	operations,	
		last 5 years	instructional	
			supervision	

All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also







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







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advised to access the online application thru this link bit.ly/4dUZ621 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

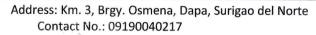
Office of the Schools Division Superintendent

- 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
- 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)
- Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to:
  - Means of Verification or (MOV's) showing Outstanding Accomplishment, Application of Education, 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.
- 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 17, 2025 thru the Records section.
- Interview and practical exam will be announced later. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.
- Late and incomplete submission of required documents will not be accepted

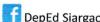














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and considered as disqualified.

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







