



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



July 11, 2025

DIVISION MEMORANDUM

No. _____, S. 2025

07-211

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 position 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
Master Teacher II (Elementary)	Master's degree in Education , or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in instructional Supervision acquired within the last 5 years; or	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/Secondary)



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		Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		
Master Teacher I (Elementary)	Master's degree in Education , or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)
Head Teacher IV (Elementary)	Bachelor's degree in elementary education or	4 hours of relevant training	1 year of relevant experience	PBET/RA1080 (Teacher)



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Head Teacher III (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	HT for 2 yrs; or TIC for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)
Head Teacher II (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	HT for 1 yr; or TIC for 1 year; or Teacher for 4 years.	RA 1080 (Teacher)
Head Teacher I (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Teacher III (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at	16 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specializatio	2 years teaching experience	RA 1080, as amended (Teacher- Elementary/Secondar y)



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	least 18 professional units in Education	n acquired within the last 5 years		
Teacher II (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher I (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)
Head Teacher IV (Secondary)	Bachelor's degree in secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of	24 hours of relevant training	HT for 3 years; or Master Teacher for 2 years	RA 1080 (Teacher)



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	specialization			
Head Teacher III (Secondary)	Bachelor's degree in secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)
Head Teacher II (Secondary)	Bachelor's degree in secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 years; or Teacher for 4 years	RA 1080 (Teacher)
Head Teacher I (Secondary)		24 hours of relevant training	TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Teacher III (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning	16 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)



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	area with at least 18 professional units in Education	Specialization acquired within the last 5 years		
Teacher II (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Secondary)
Teacher I (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Secondary)
Teacher II (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional	8 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)



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	units in Education	within the last 5 years		
Teacher I (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Secondary)
Teacher I (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Secondary)



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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
Administrative Aide VI (Clerk III)	Completion of 2 yrs studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility

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.



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4. For 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, please enclose all pertinent documents in a red expandable folder. The deadline for submission is on or before **July 21, 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. 20240
DepEd order no. 21, s. 2024

To be indicated in the
Perpetual index under the following subjects:


HRMPSB PRIME-HRM RSP

OSDS/rmboncaros
07/11/2025



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 DepEd Siargao