

Department of Education

CARAGA REGION SCHOOLS DIVISION OF SIARGAO



July 11, 2025

DIVISION MEMORANDUM

CALL-UP OF APPLICATION FOR VACANT POSITIONS OF SDO SIARGAO

To: Asst. Schools Division Superintendent 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
Position Master Teacher II (Elementary)	Education Master's degree in Education, or Educational Leadership, or Educational Managemen t, or relevant subject or learning area	Training 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specializatio n 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 instruction al supervision and technical assistance	Eligibility RA 1080, as amended (Teacher-Elementary/Secondary)







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







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	Master Teacher I (Elementary)	Master's degree in Education, or Educational Leadership, or Educational Managemen t, or relevant subject or learning area	Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specializatio n and 8 hours of training in instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional	5 years teaching experience	RA 1080, as amended (Teacher- Elementary/Secondar y)
			requisite		
Marine and comments of the Com			Teacher)		
-	Head Teacher	Bachelor's	4 hours of	1 year of	PBET/RA1080
-	IV	degree in	relevant	relevant	(Teacher)
Contract of the last	(Elementary)	elementary	training	experience	(2500101)
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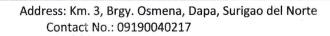
CARAGA REGION SCHOOLS DIVISION OF SIARGAO

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	its			
	equevalent			
Head Teacher	Bachelor's	24 hours of	HT for 2	RA 1080 (Teacher)
III	Degree in	relevant	yrs; or TIC	
(Elementary)	Elementary	training	for 2 years;	
	Education;		or Teacher	9
	or		for 5 years.	
	Bachelor's		lor o yours.	
	Degree w/			
	18			
	professional			
	education			
	The second secon			
TT 100 1	units	041 6	TTM C 1	D4 1000 (F)
Head Teacher	Bachelor's	24 hours of	HT for 1 yr;	RA 1080 (Teacher)
II	Degree in	relevant	or TIC for 1	
(Elementary)	Elementary	training	year; or	
	Education;		Teacher for	(
' *	or		4 years.	
	Bachelor's			
	Degree w/			
	18			
	professional			
	education			
	units			
Head Teacher	Bachelor's	24 hours of	TIC for 1	RA 1080 (Teacher)
I	Degree in	relevant	year; or	141 1000 (10001101)
(Elementary)	Elementary	training	Teacher for	4
(Elementary)	Education;	tranning	4 years	
			+ years	
	or Bachelor's			
	Degree w/			
	18			
	professional			
	education			
	units			
Teacher III	Bachelor's	16 hours of	2 years	RA 1080, as amended
(Elementary)	degree in	training in	teaching	(Teacher-
	Education;	any or a	experience	Elementary/Secondar
	or	cumulative		y)
	Bachelor's	of the		,
	degree in	following:		
	relevant	Curriculum,		
	subject or	Pedagogy,		
	learning	Subject		
	area with at	Specializatio		
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	least 18	n acquired		
	professional	within the		
	units in	last 5 years		
	Education			
Teacher II	Bachelor's	8 hours of	1 year	RA 1080, as amended
(Elementary)	degree in	training in	teaching	(Teacher-
	Education;	any or a	experience	Elementary/Secondar
	or	cumulative		y)
	Bachelor's	of the		
	degree in	following:		
	relevant	Curriculum,		
	subject or	Pedagogy,		
	learning	Subject		
	area with at	Specializatio		
	least 18	n acquired		
	professional	within the		
	units in	last 5 years		
14.	Education			
Teacher I	Bachelor's	None	None	RA 1080, as amended
(Elementary)	degree in	required	required	(Teacher-
(Elementary)	Education;	required	required	Elementary/Secondar
	or			y))
	Bachelor's	3		y11
	degree in relevant			
	subject or			
	learning			
	area with at			
	least 18			
	professional			
	units in			
	Education			
Head Teacher	Bachelor's	24 hours of	HT for 3	RA 1080 (Teacher)
IV	degree in	relevant	years; or	
(Secondary)	secondary	training	Master	
	education;		Teacher for	
	or		2 years	
	bachelor's			
	degree w/			
	18			-
	professional			
	education			
	units with			
	appropriate			
	field of			
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	specializatio			
	n			4
Head Teacher III (Secondary)	Bachelor's degree in secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of specializatio n	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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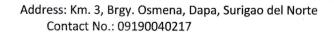
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	area with at least 18 professional units in Education	Specializatio n acquired within the last 5 years		
Teacher II (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specializatio n 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 Specializatio n acquired	1 year teaching experience	RA 1080, as amended (Teacher- Elementary/Secondar y)















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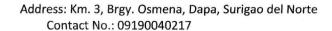
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	units in	within the		
	Education	last 5 years		
Teacher I (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher- Elementary/Secondar y)
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 Specializatio n 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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Administrativ e Assistant III (Senior Bookkeeper)		4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/Firs t Level Eligibility
Administrativ e Aide VI (Clerk III)	Completion of 2 yrs studies in college	None required	None required	Career Service (Subprofessional)/Firs t Level Eligibility

- All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTOA+, SOGIE and the likes. Applicants are also 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
- 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.
- 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:
 - Means of Verification or (MOV's) showing Outstanding Accomplishment, Application Education. of 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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- 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.
- 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.
- 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







