

Department of Education

CARAGA REGION SCHOOLS DIVISION OF SIARGAO



August 6, 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 positions published in the Civil Service Commission official website.
- Refer to the following positions and CSC minimum Qualification Standards (QS):

Position	Education	Training	Experien	Eligibility
	3		ce	***
Master	Master's	24 hours of	5 years	RA 1080, as
Teacher I	degree in	training in	teaching	amended (Teacher-
(Elementar	Education,	any of or a	experienc	Elementary/Second
y)	or	cumulative	e	ary)
	Educational	of the		
	Leadership,	following:		
~	or	Curriculum		÷
	Educational	, Pedagogy,		
	Management,	Subject		
	or relevant	Specializati		
	subject or	on and 8		
	learning area	hours of		
		training in	191	
		instruction		
		al		







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







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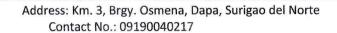
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HALL HALL SHARE BOARD COMMUNICATION OF THE PARTY OF THE P		NAME OF TAXABLE PARTY O		
		Supervision acquired within the last 5 years;		
		or		
		Completion of NEAP- requisite professiona l developmen t program for Career Stage III (Highly Proficient Teacher)		
Tanalana III	Daalaalaala		0 7700#6	DA 1090 os
Teacher III	Bachelor's	16 hours of	2 years	RA 1080, as
(Elementar	degree in Education; or	training in	teaching experienc	amended (Teacher- Elementary/Second
y)	Bachelor's	any or a cumulative	e	ary)
	degree in	of the		ary
	relevant	following:		
	subject or	Curriculum		
6	learning area	, Pedagogy,		
	with at least	Subject		
	18	Specializati		
	professional	on acquired		
	units in	within the		
	Education	last 5 years		
Teacher II	Bachelor's	8 hours of	1 year	RA 1080, as
(Elementar	degree in	training in	teaching	amended (Teacher-
у)	Education; or	any or a	experienc	Elementary/Second
	Bachelor's	cumulative	е	ary)
	degree in	of the		
	relevant	following:	(8)	
	subject or	Curriculum		
	learning area	, Pedagogy,		















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		and a supplementary of the sup		
	with at least	Subject		
	18	Specializati		
	professional	on acquired		
	units in	within the		
	Education	last 5 years		
Teacher I	Bachelor's	None	None	RA 1080, as
(Elementar	degree in	required	required	amended (Teacher-
y)	Education; or	1	-	Elementary/Second
	Bachelor's			ary)
	degree in			,
	relevant			
	subject or			
	learning area	e e		
	with at least			
	18			
70-	professional			
	units in			
	Education			
Head	Bachelor's	24 hours of	TIC for 1	RA 1080 (Teacher)
Teacher I	Degree in	relevant	year; or	
(Elementar	Elementary	training	Teacher	
y)	Education; or		for 4 years	
	Bachelor's		100	-
	Degree w/ 18			
	professional			
	education			
	units			
Teacher III	Bachelor's	16 hours of	2 years	RA 1080, as
(Elementar	degree in	training in	teaching	amended (Teacher-
y)	Education; or	any or a	experienc	Elementary/Second
	Bachelor's	cumulative	е	ary)
	degree in	of the		
-	relevant	following:		
	subject or	Curriculum		
	learning area	, Pedagogy,		
	with at least	Subject		
	18	Specializati		
	professional	on acquired		
	units in	within the	390	
	Education	last 5 years		















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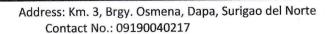
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Teacher II	Bachelor's	8 hours of	1 year	RA 1080, as
(Elementar	degree in	training in	teaching	amended (Teacher-
у)	Education; or	any or a	experienc	Elementary/Second
31	Bachelor's	cumulative	e	ary)
	degree in	of the		,
	relevant	following:		
	subject or	Curriculum		
	learning area	, Pedagogy,		
	with at least	Subject		
	18	Specializati		
		on acquired		
	professional units in	within the		
	1			
- 1 x	Education	last 5 years	None	DA 1090 es
Teacher I	Bachelor's	None	None	RA 1080, as
(Elementar	degree in	required	required	amended (Teacher-
y)	Education; or			Elementary/Second
	Bachelor's			ary)
	degree in			
	relevant			
	subject or			
	learning area			
	with at least			
	18			
	professional			
	units in			`
	Education			
Teacher I	Bachelor's	None	None	APPLICANTS FOR A
(Senior	degree with a	required	required	PERMANENT
High	major in the	1		APPOINTMENT:
School -	relevant			RA1080 (Teacher);
Academic	strand/subje			If not RA 1080
Strand)	ct; or any			eligible, must pass
	Bachelor's			the LET within five
	degree with			(5) years after the
	at least 15			date of first hiring;
	units of			APPLICANTS FOR A
	specialization			CONTRACTUAL
	in relevant			POSITION and
	strand/subje			PART-TIMERS:
			101	None Required
	ct		1	Trone Required















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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/4dUZ621 and submit the mandatory documentary requirements for application such as the following:
 - Letter Intent addressed to Division the Schools 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:
 - Verification Means of or (MOV's) Outstanding Accomplishment, Application 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







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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 August 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 7. accepted and considered as disqualified.
 - For immediate and wide dissemination.

MANUELO. 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:

RSP **HRMPSB** PRIME-HRM

OSDS/rmboncaros 08/06/2025







