



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



August 6, 2025

**DIVISION MEMORANDUM**

No. 08 236, S. 2025

**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	Training	Experience	Eligibility
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	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)



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		Supervision acquired within the last 5 years;  or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		
Teacher III (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area	8 hours of training in any or a cumulative of the following: Curriculum, Pedagogy,	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)





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	with at least 18 professional units in Education	Subject Specialization acquired 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)
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 least 18 professional units in Education	16 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)



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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)
Teacher I (Senior High School - Academic Strand)	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization 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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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](https://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



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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 **August 17, 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. 2024

DepEd order no. 21, s. 2024

To be indicated in the

Perpetual index under the following subjects:

**HRMPSB    PRIME-HRM    RSP**

OSDS/rmboncaros

08/06/2025



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DepEd Siargao