



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



August 22, 2025

DIVISION MEMORANDUM

No. _____, S. 2025

08.251

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
Administrative Officer IV (Administrative Officer II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Legal Assistant I	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years of studies in college (prior to 2018),	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility



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	or Completion of Grade 12/Senior High School (Starting 2016)			
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Clerk IV)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of 2 years of studies in college (prior to 2018), or	None required	None required	Career Service (Subprofessional) First Level Eligibility



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	Completion of Grade 12/Senior High School (Starting 2016)			
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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 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.

5. For non-teaching positions, please enclose all pertinent documents in a red



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expandable folder. The deadline for submission is on or before **September 1, 2025** thru the Records section.

6. All applicants will be notified thru the email address written in the submitted CS Form 212 with their application code which will be considered as the applicants identify all throughout the recruitment process.
7. HRMPSB advisory will be issued with the details of the next process which is the exam and interview.
8. Late and incomplete submission of required documents will not be accepted and considered as disqualified.
9. 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

08/22/2025