



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

DIVISION MEMORANDUM  
No. 10-335 s. 2025

To: Asst. Schools Division Superintendent  
Members of the Division HRMPSB  
All Elementary and Secondary School Heads  
This Division

**CALL-UP OF APPLICATION FOR VACANT POSITION OF SDO SIARGAO**

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
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

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**  
Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2025) 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)



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

[siargao@depd.gov.ph](mailto:siargao@depd.gov.ph)





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- 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.
4. All pertinent documents must be enclosed in a red expandable folder. The deadline for submission is on or before **October 4, 2025** thru the Records section.
5. Interview and practical exam will be announced later. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.
6. Late and incomplete submission of required documents will not be accepted and considered disqualified.
7. For immediate and wide dissemination.

  
**MANUEL O. CABERTE**  
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  
10/24/2025