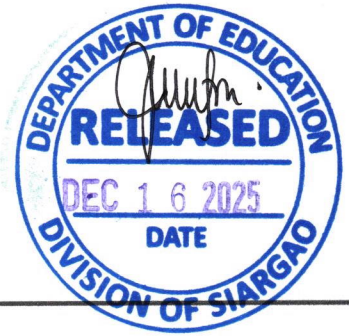




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **12-408** s. 2025

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

CALL-UP OF APPLICATION FOR VACANTS POSITION OF SDO SIARGAO

1. In adherence to the Department of Education's principle of merit and fitness, we are pleased to announce the submission 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 Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)



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		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 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)
Project Development 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



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Administrative Assistant III (Senior Bookkeeper)	Completion of 2 yrs studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training of relevant experience	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility
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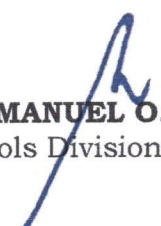
3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also advised to access the online application thru this link bit.ly/4dUZ62l and submit the mandatory documentary requirements for application such as the following:

- a. Letter Intent addressed to the Schools Division Superintendent
MANUEL O. CABERTE
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)
- 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



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- 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. For teaching position 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 **January 5, 2026** thru the Records section.
5. For Teacher 1 position, applicants are not required to submit their intent to apply, as we will be utilizing the most recent Registry of Qualified Applicants.
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 disqualified.
8. 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
12/16/2025