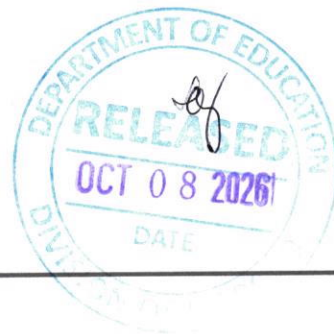




Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM  
No. 10-297 s. 2026

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

**CALL-UP OF APPLICATION FOR TEACHING RELATED AND NON-TEACHING  
VACANT POSITIONS 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                                            |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| School Principal I           | Master's degree in education, or Educational Management, or Educational Leadership; or<br><br>Master's degree in relevant learning area with at least 9 units in Management | 32 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years | 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision | RA 1080, as amended (Teacher)                          |
| School Counselor Associate I | Bachelor's Degree in Guidance and Counseling or                                                                                                                             | None required                                                                                                                                                                   | None required                                                                                                                                                                                         | Career Service (Professional)/Second Level Eligibility |





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|                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                           |                               |                                                        |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------------------------------------|
|                                                      | Psychology; or any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting |                           |                               |                                                        |
| Administrative Officer II (Administrative Officer I) | Bachelor's degree relevant to the job                                                                                                                                                                                                                                                                                                                                                  | None required             | None required                 | Career Service (Professional) Second Level Eligibility |
| Medical Officer III                                  | Doctor of Medicine                                                                                                                                                                                                                                                                                                                                                                     | None required             | None required                 | RA 1080 (Physician)                                    |
| Dentist II                                           | Doctor of Dental Medicine or Dental Surgery                                                                                                                                                                                                                                                                                                                                            | 4 hours relevant training | 1 year of relevant experience | RA 1080 (Physician)                                    |



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|              |                                                                                                                             |                           |                               |                                   |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|-----------------------------------|
| Librarian II | Bachelor's Degree in Library Science or Information Science or Bachelor's Degree in Education/Arts major in Library Science | 4 hours relevant training | 1 year of relevant experience | RA 1080 Registered Librarian (RL) |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|-----------------------------------|

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)
- 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 non-teaching positions, please enclose all pertinent documents in a red expandable folder. The deadline for submission is on or before **October 19, 2026** 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  
10/08/2026