DIVISION MEMORANDUM
No. 11-357 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 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
Education Program Supervisor	Masters Degree in Education or other relevant Master's Degree with Specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher) /LET
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
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years of studies in college (prior to 2018), or	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)

	Completion of Grade 12/Senior High School (starting 2016			First 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** 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

   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. Enclose all pertinent documents in a red expandable folder and submit thru the Records Unit on or before December 7, 2026.

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
11/24/2026

CS Form No. 9

Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the DEPARTMENT OF EDUCATION:

MANUEL O. CABERTE
Schools Division Superintendent
Date: 24-Nov-26

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	*Competency / Area of Specialization/ Residency Requirement* (if applicable)	
1	Education Program Supervisor	OSEC-DECSB-EPSVR-1020009-2010	22	81,796	Masters Degree in Education or other relevant Master's Degree with Specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head teacher or 2 years as Master Teacher	RA 1080 (Teacher) / LET		
2	Project Development Officer II	OSEC-DECSB-PDO2-1020012-2014	15	42,178	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		
3	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-1020249-2017	8	22,423	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		

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than December 7, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MANUEL O. CABERTE
Schools Division Superintendent
SDO Siargao
siargao@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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