DEPARTMENT OF EDUCATION RELEASED NOV 24 2026 DATE DIVISION OF SIARGAO

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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