



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

January 6, 2023

Division MEMORANDUM

No. 011, s. 2023

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS

To: All Interested Applicants:

- This Division hereby announces the acceptance of applications for the existing vacant position(s) shown below:

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Head Teacher II (Secondary)	1	Bachelor's degree in secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 1 yr; or Teacher for 4 yrs.	RA 1080 (Teacher)	Surigao del Sur
Job Description: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.						
Head Teacher 1 (Secondary)	1	Bachelor's degree in Secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher in Charge for 1 yr; Teacher for 3 yrs	RA 1080 (Teacher)	Surigao del Sur
Job Description: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.						
ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	1	Completion of two years studies in College	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional/First Level Eligibility)	Surigao del Sur
Job Description: To assist the management and staff and provide administrative support in the effective and efficient operation of the Office.						



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
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2. The following documents with tabbing should be submitted to the Personnel – RSP Section of this Division Office not later than **January 16, 2023**
 - a. Letter of Intent (Specify position applied for)
 - b. Accomplished Personal Data Sheet (CSC Form 212 – revised 2017)
 - c. Photocopy of CAV with Authenticated Transcript of Records and Diploma
 - d. Updated Service Record (if applicable)
 - e. Photocopy of Licenses/ Eligibilities/ Board Rating (if applicable)
 - f. Performance Rating for the last rating period (if applicable)
 - g. Latest CSC-approved appointment (if applicable)
 - h. Documents relevant to the position applied for (if applicable)
 - h1. Outstanding Employee Award
 - h2. Innovation
 - h3. Research and Development Projects
 - h4. Publication/ Authorship
 - h5. Consultant/ Resource Speakership
 - i. Seminars/ Training Attended (At least 3 trainings with at least 3 days each training)
 - j. Original Certificate of Employment for work experiences from private companies/employers
3. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on *DepEd Order No. 66, s. 2007*, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", DepEd Merit Selection Plan (MSP) – *Guidelines on Appointment and Promotion of Non-teaching Positions* approved by the Civil Service Commission (CSC), and *Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*.
4. This division is committed in providing an environment of mutual respect where **Equal Employment Opportunities** are available to all applicants without discrimination of race, color, religion, sex, age, disability, marital status, sexual orientation, gender identity, and any other status protected by applicable law. All employment is decided based on qualifications, merit, and the agency's needs.
5. For the information of all concerned.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Reference: DepEd CARAGA MSP (CSC Approved), ORA-OHRA, DO No. 66, s. 2007
To be indicated in the Perpetual Index



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