



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

January 5, 2022

Division MEMORANDUM
 No. 022, s. 2022

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS

To: All Interested Personnel

1. This Division hereby announces the acceptance of applications for existing vacant positions as listed below:

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Principal IV (Secondary)	1	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hrs of relevant training	3 yrs as Principal	RA 1080 (Teacher)	Surigao del Sur

Job Description: Sets the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school's curriculum and accountable for higher learning outcomes.

2. The following documents should be submitted to the Division Office c/o HRMPSB Office not later than December 31, 2021:
- Letter of Intent addressed to the Schools Division Superintendent (stating the position to be applied for)
 - Accomplished Personal Data Sheet (CSC Form 212 – revised 2017)
 - Photocopy of CAV with Authenticated Transcript of Records and Diploma
 - Updated Service Record (if applicable)
 - Photocopy of Licenses/ Eligibilities/ Board Rating (if applicable)
 - Performance Rating for the last rating period (if applicable)
 - Latest CSC-approved appointment (if applicable)
 - Documents relevant to the position applied for:
 - Outstanding Employee Award
 - Innovation
 - Research and Development Projects
 - Publication/ Authorship
 - Consultant/ Resource Speakership
 - Seminars/ Training Attended
 - Duly accomplished Potential, Psychosocial Attributes and Personality Traits
3. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on DepEd Order No. 66, s. 2007,



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PM909100102

DC No: I-OSDS--002



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SCHOOLS DIVISION OF SURIGAO DEL SUR

"Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions".

4. This division is committed in providing an environment of mutual respect where equal employment opportunities are available to all applicants without regards to 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 MSP ORA-OHRA

To be indicated in the Perpetual Index
under the following subjects:

VACANT POSITIONS HIRING
JCG//CALL UP OF APPLICANTS
_____/January 5, 2022



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