



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

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: 7/22/25
 TIME: 4:54 PM
 SIGNATURE: *[Signature]*

Office of the Schools Division Superintendent

22 JULY 2025

Division MEMORANDUM
 No. 299, s. 2025

**ACCEPTANCE OF APPLICATION TO VACANT POSITION(S) OF MASTER
 TEACHER I (ELEMENTARY & SECONDARY) AND MASTER TEACHER II
 (ELEMENTARY & SECONDARY)**

To: All Interested Applicants

1. This Division announces its acceptance of applications to the following vacant of School Administration Position(s)/Related Teaching Position(s)/Non-Teaching Position(s) indicated below.

| Position | Plantilla Item No. | SG | Monthly Salary | No. of Vacant Item(s) | MINIMUM Qualification Standards | | | | Area of Assignment |
|--------------------------------|--------------------|----|----------------|-----------------------|---|------------------------------|--|------------------------|--------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| Master Teacher I (Elementary) | | 18 | 51,304.00 | 9 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education ; and 18 units for a Master's degree in Education or its equivalent | None required | 3 years Relevant Experience | PBET/RA 1080 (Teacher) | SDS |
| Master Teacher I (Secondary) | | 18 | 51,304.00 | 1 | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent | None required | 3 years Relevant Experience | PBET/RA 1080 (Teacher) | SDS |
| Master Teacher II (Elementary) | | 19 | 56,390.00 | 2 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education ; and 24 units for a | 4 hours of relevant training | 1 year as Master Teacher I or 4 years as Teacher III | PBET/RA 1080 (Teacher) | SDS |



Address: Balilahan, Mabua, Tandag City, Surigao del Sur
 Telefax No. (086) 211-3225
 Email Address: surigaodelsur.division@deped.gov.ph
 Website: depedsurigaodelsur.com

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|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F001 | Rev | 00 |
| Effectivity | 02.03.2025 | Page | 1 of 4 |



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| Position | Plantilla Item No. | SG | Monthly Salary | No. of Vacant Item(s) | MINIMUM Qualification Standards | | | | Area of Assignment |
|-------------------------------|--------------------|----|----------------|-----------------------|---|------------------------------|--|------------------------|--------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| | | | | | Master's degree in Education or its equivalent | | | | |
| Master Teacher II (Secondary) | | 19 | 56,390.00 | 1 | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent | 4 hours of relevant training | 1 year as Master Teacher I or 4 years as Teacher III | PBET/RA 1080 (Teacher) | SDS |

2. Hiring guidelines shall be based on DepEd Order No. 019, s. 2025, DepEd Order No. 020, s. 2024, and CSC ORA-OHRA 2017 (Revised 2018).
3. Anent to this, the following necessary documents shall be required to prove experience and units earned to be submitted not later than **August 01, 2025, 5PM.**
 - a. **Letter of Intent specifying position applied for, addressed to the Schools Division Superintendent, thru the Division HRMO.**
 - b. **Duly accomplished Personal Data Sheet (CSC Form 212 – revised 2017) with Work Experience Sheet, if applicable;**
 - c. **Photocopy of valid and updated ID/PRC ID, if applicable.**
 - d. **Photocopy of Certificate of Eligibility/Rating, if applicable.**
 - e. **Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available.**
 - f. **Photocopy of Certificate/s of Training, if applicable.**
 - g. **Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.'**
 - h. **Photocopy of Latest Appointment, if applicable.**



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- i. **Photocopy of Performance Rating in the last rating period (s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable.**
 - j. **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex A), notarized by authorized official; and**
 - k. Documents required by the HRMPSB:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.
4. Applicants with incomplete mandatory documents for Items **3.a** to **3.j** shall not be included in the pool of official applicants. Non-submission of item **k.i** and **k.ii** shall not warrant exclusion from pool of applicants.
5. **No additional documents shall be submitted after the deadline (DO 020, s. 2024).**
6. The documents submitted may not be returned after the complete hiring process, thus you may submit copies of documents intended for this purpose.
7. **This division is committed to the non-discrimination principle that allows any applicant within or outside DepEd Surigao del Sur Division to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.**



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8. Application documents may be submitted to the Human Resource Management Office at Surigao del Sur Division, Balilahan, Tandag City, Surigao del Sur.
9. Further queries to this announcement may be placed through call or text at **09631977863** or message at **DepEd Sursur Hrmo/Hrmps** the official FaceBook Page Division HRMO/HRMPSB, Monday to Friday at 8 AM to 5PM.
10. For widest dissemination and strict compliance.

LORENZO O. MACASOCOL, PHD, CESO V
Schools Division Superintendent

Reference(s): *DepEd Order No. 019, s. 2025, DepEd Order No. 20, s. 2024 and CSC 2017 ORA-OHRA*
To be indicated in the Perpetual Index under the following subjects:

RSP/RSA/HRMO/HRMPSB HIRING

JCG//HRMO CALLAPP VACANCIES
DM Order No. 299 / _____, 2025