



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
DATE: 7/23/25
TIME: 1:11 PM
SIGNATURE:

Office of the Schools Division Superintendent

23 JULY 2025

Division MEMORANDUM
No. 302, s. 2025

ACCEPTANCE OF APPLICATION TO VACANT POSITION(S) OF HEAD TEACHER I (SECONDARY), HEAD TEACHER II (SECONDARY), HEAD TEACHER III (ELEMENTARY), PRINCIPAL I (SECONDARY), PRINCIPAL III (ELEMENTARY), LIBRARIAN I, AND ADMINISTRATIVE ASSISTANT II & III

To: All Interested Applicants

1. This Division announces its acceptance of applications to the following vacant of Non-Teaching Position(s).

| Position | Plantilla Item No. | SG | Monthly Salary | No. of Vacant Item(s) | MINIMUM Qualification Standards | | | | Area of Assignment |
|-------------------------------|--------------------|----|----------------|-----------------------|---|-------------------------------|---|-----------------------|--------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| Head Teacher I (Secondary) | | 14 | 37,024.00 | 3 | Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 12 units for a Master's degree in Education or its equivalent with appropriate field of specialization | None required | 1 year as Teacher-In-Charge or 3 years teaching experience | PBET/RA1080 (Teacher) | SDS |
| Head Teacher II (Secondary) | | 15 | 40,208.00 | 1 | Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 12 units for a Master's degree in Education or its equivalent with appropriate field of specialization | 4 hours relevant training | 1 year as Head Teacher I or 4 years teaching experience | PBET/RA1080 (Teacher) | SDS |
| Head Teacher III (Elementary) | | 16 | 43,560.00 | 2 | Bachelor's degree in elementary education or Bachelor's degree with eighteen (18) professional education units | 24 hours of relevant training | Head Teacher for 2 yrs; or Teacher-in-Charge for 2 yrs; or Teacher for 5 yrs. | PBET/RA1080 (Teacher) | SDS |



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|--|--------------------|----|----------------|-----------------------|---|-------------------------------|---|--|--------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| Principal I (Secondary) | | 19 | 56,390.00 | 1 | Bachelor's degree in secondary education or Bachelor's degree with eighteen (18) professional education units | 8 hours of relevant training | MT I for at least 2 yrs.; or MT II for at least 1 yr.; or HT for at least 1 yr.; or TIC for at least 2 yrs.; or T III for at least 3 yrs.; or T II for at least 4 yrs.; or T I for at least 5 yrs | RA 1080 (Teacher) | SDS |
| Principal III (Elementary) | | 21 | 70,013.00 | 1 | Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management | 40 hours of relevant training | 2 yrs. as Principal | RA 1080 (Teacher) | SDS |
| Librarian I | | 11 | 30,024.00 | 1 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education Arts major in Library Science | None required | None required | RA 1080 (Librarian) | SDS |
| Administrative Assistant II | | 8 | 21,448.00 | 1 | Completion of two years studies in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | SDS |
| Administrative Assistant III (Senior Bookkeeper) | | 9 | 23,226.00 | 1 | Completion of two years studies in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | SDS |

2. Hiring guidelines shall be based on DepEd Order No. 007, s. 2023 or *Guidelines on Recruitment, Selection and Appointment (RSA) in the Department of Education*, DepEd Order No. 019, s. 2022 or *DepEd Merit Selection Plan (MSP)*, and *Civil Service Commission (CSC) 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-ORHA) 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 02, 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.**





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- 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;s
 - 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.
 - 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. **Those who were included in the most recent ranking, not yet hired or promoted, and are interested to apply for the current vacancies may submit a Letter of Intent to carry over points from the said most recent ranking with or without updating of documents.**
6. **No additional documents shall be submitted after the deadline (DO 007, s. 2023, V-B, No. 22).**
7. **The documents submitted may not be returned after the complete hiring process, thus you may submit copies of documents intended for this purpose only.**



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8. **Those applying to positions (Teacher, HT, MT, School Principal) in Secondary Level must have LET Eligibility in SECONDARY.**

Those applying to positions (Teacher, HT, MT, School Principal) in Elementary Level, LET Eligibility either in ELEMENTARY or SECONDARY may be considered.

PRC ID must be current not expired.

9. For complete details of the required Means of Verification (MOVs) for the application, please refer to DepEd Order No. 007, series of 2023.
10. **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.**
11. Application documents may be submitted to the Human Resource Management Office at Surigao del Sur Division, Balilahan, Tandag City, Surigao del Sur.
12. Further queries to this announcement may be placed through **DepEd Sursur Hrmo/Hrmpsb** the official FaceBook Page Division HRMO/HRMPSB, Monday to Friday at 8 AM to 5PM.
13. For widest dissemination and strict compliance.

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

Reference(s): DepEd Order No. 007, s. 2023, DepEd Order No. 19, s. 2022 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. ____/____, 2025



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