



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

October 12, 2021

Division MEMORANDUM
No. 507, s. 2021

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	
Chief Education Supervisor (SG 24)	1	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	PBET/RA 1080 (Teacher)/Second level Eligibility	Division Office – Curriculum Implementation Division

Job Description:

To provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization, and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources.

To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management.

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Education Program Supervisor (SG 22)	1	Master's 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	Division Office – Curriculum Implementation Division

Job Description:

To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality. To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Administrative Officer V (Budget Officer III) (SG 18)	1	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Office of the SDS – Budget Section

Job Description:

To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division.



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/PH909100102

DC No: I-OSDS-002



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Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Nurse II (SG16)	1	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	Division Office – School Governance and Operations Division
Job Description: <i>Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.</i>						
Administrative Aide VI (Chauffer II) (Chauffer II) (SG 6)	1	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	Office of the SDS
Job Description: <i>Provide transport service to the Schools Division Superintendent and deliver prompt and quality support service to the OSDS by assisting in the implementation of administrative systems, procedures, and projects in order for the Director to perform his/her duties efficiently.</i>						
Administrative Aide I (Utility Worker I) (SG 1)	1	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Office of the SDS
Job Description: <i>To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS)</i>						

2. The following documents should be submitted to the Division Office c/o HRMPSB Office not later than October 22, 2021:
 - a. Letter of Intent addressed to the Schools Division Superintendent (stating the position to be applied for)
 - b. Accomplished Personal Data Sheet (CSC Form 212 – revised 2017)
 - c. CAV with Authenticated Transcript of Records and Diploma
 - d. Updated Service Record
 - e. Authenticated PRC License and Board Rating
 - f. Performance Rating for the last rating period
 - g. Latest CSC-approved appointment (if applicable)
 - h. Documents relevant to the position applied for:
 - h1. Outstanding Employee Award
 - h2. Innovation
 - h3. Research and Development Projects
 - h4. Publication/ Authorship
 - h5. Consultant/ Resource Speakership
 - i. Seminars/ Training Attended
 - j. 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,



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"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
JBD//CALL UP OF APPLICANTS
564 /OCTOBER 12, 2021



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