



Republic of the Philippines  
Department of Education

CARAGA REGION  
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

June 28, 2021

Division MEMORANDUM  
No. 292, s. 2021

**ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS**

To : All Interested Personnel

- 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	
<b>Master Teacher Positions</b>						
Master Teacher II (Elementary Grades)	1	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; 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	1 year as Master Teacher I or 4 years as Teacher III	Anywhere in Surigao del Sur
Master Teacher I (Elementary Grades)	3	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/ RA1080 (Teacher)	Anywhere in Surigao del Sur



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

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**Department of Education**

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**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Master Teacher I (Secondary Grades)	1	Bachelor of Secondary Education (BSEd) 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/ RA1080 (Teacher)	Anywhere in Surigao del Sur
<b>School Head Positions</b>						
Head Teacher III (Elementary Grades)	2	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 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.	RA 1080 (Teacher)	Anywhere in Surigao del Sur
Head Teacher II (Elementary Grades)	2	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	Head Teacher for 1 yr; or Teacher-in-Charge for 1 yr; or Teacher for 4 yrs.	RA 1080 (Teacher)	Anywhere in Surigao del Sur
Head Teacher II (Secondary Grades)	1	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional	24 hours of relevant training	Head Teacher for 1 yr; or Teacher-in-Charge for 1 yr; or Teacher for 4 yrs.	RA 1080 (Teacher)	Anywhere in Surigao del Sur



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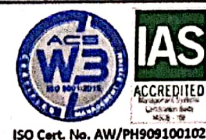
CARAGA REGION

**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
		education units				
Head Teacher I (Elementary Grades)	4	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	Teacher-in-Charge for 1 yr; or Teacher for 3 yrs	RA 1080 (Teacher)	Anywhere in Surigao del Sur
Head Teacher I (Secondary Grades)	1	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	Teacher-in-Charge for 1 yr; or Teacher for 3 yrs	RA 1080 (Teacher)	Anywhere in Surigao del Sur
<b>Non-Teaching Positions</b>						
Sr. Education Program Specialist	1	Bachelor's degree in education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET/ RA1080 (Teacher)/ Career Service (Professional)/ Appropriate Eligibility for Second Level Position	Division Office - SGOD
Administrative Officer I (Cashier I)	1	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Madrid NHS, Madrid



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2. The following documents should be submitted to the Division Office c/o HRMPSB Office not later than July 7, 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)
  - CAV with Authenticated Transcript of Records and Diploma
  - Updated Service Record
  - Authenticated PRC License and Board Rating
  - Performance Rating for the last rating period
  - Latest CSC-approved appointment
  - Documents relevant to the position applied for:

**Master Teacher Positions:**

- Introduced Curriculum or IMs/ Effective Teaching Techniques/ Simplification of Work/ Income Generating Project
- Served as Subject Coordinator/ Grade Chair/ Adviser of Special School Organization
- Served as Chairman of Special Committee
- Initiated or headed and Educational Research Activity
- Coordinator of Community Project
- Organized or managed an In-Service Activity
- Trainer to contestants/ Athlete Coach/ BSP or GSP Coordinator
- Authorship

**School Head and Non-Teaching Positions:**

- 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 the following DepEd Orders:
- Master Teacher Positions – MEC 10, s. 1979
  - School Head Positions – DO. 42, s. 2007
  - Non-Teaching Positions – DO. 66, s. 2007
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.



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All employment is decided on the basis of 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  
292 / JUNE 28, 2021



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