



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

Office of the Schools Division Superintendent

December 21, 2022

Division MEMORANDUM
 No. 808, s. 2022

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS

To: All Interested Applicants:

- This Division hereby announces the acceptance of applications for the existing vacant position(s) shown below:

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Principal III (Elementary) DepEd Order No.39, s.2007	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	2 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.						
Principal I (Elementary) DepEd Order No.39, s.2007	1	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	40 hrs of relevant training	Head Teacher for 1yr; or Teacher-in-Charge for 2 yrs; or Master Teacher for 2 yrs; or Teacher for 5 yrs.	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.						



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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Date: 4/22/2021

Version: V5

DC No: I-OSDS-002



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Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Master Teacher 1 (Elementary)	1	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)	Surigao del Sur
Job Description: Performs 30-50% teaching load; takes charge of curriculum enrichment, teaching coaching/mentoring, professional development, research, community linkages, and provided at least 20% assistance to school head in program implementation.						
Head Teacher 3 (Elementary)	1	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hrs of relevant training	Head Teacher for 2 years; or Teacher in-charge for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Surigao del Sur
Job Description: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.						
Head Teacher I (Elementary)	1	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	24 hrs of relevant training	Teacher in-charge for 1 year or Teacher for 3 years	RA 1080 (Teacher)	Surigao del Sur
Job Description: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.						

2. The following documents with tabbing should be submitted to the Personnel – RSP Section of this Division Office not later than **December 31, 2022**:
- a. Letter of Intent (Specify position applied for)



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- b. Accomplished Personal Data Sheet (CSC Form 212 – revised 2017)
 - c. Photocopy of CAV with Authenticated Transcript of Records and Diploma
 - d. Updated Service Record (if applicable)
 - e. Photocopy of Licenses/ Eligibilities/ Board Rating (if applicable)
 - f. Performance Rating for the last rating period (if applicable)
 - g. Latest CSC-approved appointment (if applicable)
 - h. Documents relevant to the position applied for (if applicable)
 - h1. Outstanding Employee Award
 - h2. Innovation
 - h3. Research and Development Projects
 - h4. Publication/ Authorship
 - h5. Consultant/ Resource Speakership
 - i. Seminars/ Training Attended (At least 3 trainings with at least 3 days each training)
 - j. Original Certificate of Employment for work experiences from private companies/employers
3. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on *DepEd Order No. 66, s. 2007, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions*, *DepEd Merit Selection Plan (MSP) – Guidelines on Appointment and Promotion of Non-teaching Positions* approved by the Civil Service Commission (CSC), and *Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*.
4. This division is committed in providing an environment of mutual respect where **Equal Employment Opportunities** are available to all applicants without discrimination of 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 CARAGA MSP (CSC Approved), ORA-OHRA, DO No. 66, s. 2007

To be indicated in the Perpetual Index

under the following subjects:

VACANT POSITIONS /HIRING

CALL UP/VACANCIES

RSP CALL UP

JCG//CALL UP VACANCIES

808 / _____, 2022



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