

Department of Education

Caraga Region SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 29, 2022

Division MEMORANDUM No. _813___, s. 2022

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT POSITIONS

To: All Interested Applicants:

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

Position	No. of	Minimum Qualification Standards				Area of
Title Vaca	Vacancies	Education	Training	Experience	Eligibility	Assignment
Principal III (Secondary)	1	Bachelor's Degree in Secondary 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)	Surigao del Sur
		on, vision, goals and objectives of t assesses the school's curriculum a				cive to teaching-
Master Teacher 2 (Elementary)	1	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24	4 hours of relevant training	1 year as Master Teacher I or 4 years as	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.

Teacher III

Master	1	Bachelor of Secondary	None	3 years	PBET/RA	Surigao del
Teacher I (Secondary Grades)	9	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	Required	relevant experience	1080 (Teacher)	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.



🕝 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

(086) 211-3225

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units for a Master's degree in Education or its equivalent

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ACCEPTION
ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002

Date: 4/22/2021

Version: V5



Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Position	No. of	Minimum (Qualification	Standards		Area of
Title	Vacancies	Education	Training	Experience	Eligibility	Assignment
Master Teacher 1 (Elementary)	2	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
	velopment, res	50% teaching load; takes charg search, community linkages, and				The second second
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	RA 1080 (Teacher	Surigao del Sur
Job Description	: Observes cla	asses/teachers for effective and	competent de	years; or Teacher for 5 years elivery of the cur	riculum. Assist:	s the school
		rams and activities. Coordinates nts school policies and regulatio		ect area division	supervisors in	preparing
Head Teacher 3 (Secondary)	2	Bachelor's degree in secondary education; or bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head teacher for 2 yrs; or Teacher for 5 yrs.	RA 1080 (Teacher	Surigao del Sur
heads in the pla	anning of prog	asses/teachers for effective and rams and activities. Coordinates nts school policies and regulatio	with the sub	Same and the State of the State		
Head Teacher II (Elementary)	1	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	RA 1080 (Teacher)	Surigao del Sur



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Department of Education

Caraga Region SCHOOLS DIVISION OF SURIGAO DEL SUR

Position	No. of	Minimum (Qualification	Standards		Area of
Title	Vacancies	Education	Training	Experience	Eligibility	Assignmen
				Teacher for 4		
				yrs.		
Job Description	n: Observes cla	asses/teachers for effective and	competent d	elivery of the cur	riculum. Assist	s the school
		rams and activities. Coordinates				
eacher training	and impleme	nts school policies and regulation	ons			-6
Head	4	Bachelor's degree in	24 hours	Head	RA 1080	Surigao del
Teacher II		secondary education; or	of	Teacher for 1	(Teacher)	Sur
(Secondary)		bachelor's degree w/ 18	relevant	yr; or		E3
	20	professional education units	training	Teacher for 4		
/		with appropriate field of		yrs.		
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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 January 9, 2023
 - a. Letter of Intent (Specify position applied for)
 - b. Accomplished Personal Data Sheet (CSC Form 212 revised 2017)



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- 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)
- 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.

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

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