



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**August 13, 2021**

Division MEMORANDUM  
 No. 375, s. 2021

**ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT PRINCIPAL IV AND  
 PUBLIC SCHOOLS DISTRICT SUPERVISOR 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	
Public Schools District Supervisor	2	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA1080 (Teacher)	Anywhere in Surigao del Sur
Principal IV (Elementary Grades)	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	3 yrs. as Principal	RA 1080 (Teacher)	Anywhere in Surigao del Sur
Principal III (Elementary Grades)	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)	Anywhere in Surigao del Sur



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



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002



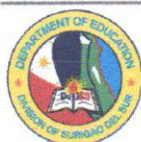
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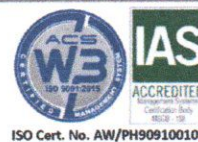
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Principal II (Elementary Grades)	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	1 yr. as Principal	RA 1080 (Teacher)	Anywhere in Surigao del Sur
Principal I (Elementary Grades)	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	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)	Anywhere in Surigao del Sur

2. The following documents should be submitted to the Division Office c/o HRMPSB Office not later than August 25, 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
  - 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



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- j. Duly accomplished Potential, Psychosocial Attributes and Personality Traits
  - k. Photocopy of Certificate of Rating of NQESH/ Principal's Test (for Principal position applicants)
3. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on the following:
- a. Principal Positions – DO. 42, s. 2007
  - b. PSDS Position – DO. 66, s. 2007 (Teaching – Related 2<sup>nd</sup> Level)
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 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:

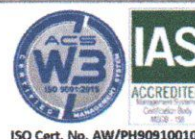
VACANT POSITIONS HIRING  
JBD//CALL UP OF APPLICANTS  
375 /AUGUST 13, 2021



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