



Republic of the Philippines  
Department of Education  
CARAGA REGION

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Office of Schools Division Superintendent

Division Memorandum

No. 074, s. 2023

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
: PUBLIC SCHOOLS DISTRICT SUPERVISOR  
: SECONDARY AND ELEMENTARY PRINCIPALS/SCHOOL HEADS  
: ALL INTERESTED QUALIFIED APPLICANTS

FROM : MARILOU B. DEDUMO, PhD, CESO V 7

SUBJECT : NOTICE OF VACANCY - SCHOOL PRINCIPAL III (ELEMENTARY),  
SCHOOL PRINCIPAL II (ELEMENTARY), SCHOOL PRINCIPAL I (ELEMENTARY),  
MASTER TEACHER I (ELEMENTARY), TEACHER III (ELEMENTARY), TEACHER II  
(ELEMENTARY), TEACHER I (ELEMENTARY), ADMINISTRATIVE ASSISTANT III  
(SENIOR BOOKKEEPER)

1. This is to formally announce the vacancy (See Enclosure) of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the Equal Employment Opportunity Principle (EEOP) principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. All interested applicants shall submit the following documentary requirements. To wit:
  - a. Letter of intent addressed to the Head of Agency.
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable.
  - c. Photocopy of valid and updated PRC License/ ID, if applicable.
  - d. Photocopy of Certificate of Eligibility/ Rating, if applicable.

mbdd/jfm  
06/22/2023



M. Ortiz St., Brgy. Washington, Surigao City, Surigao del Norte  
(086) 310-8325. (086) 826-1268  
surigao.city@deped.gov.ph  
www.depedsc.com





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- e. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available.
  - f. Photocopy of Certificate/ s of Training, if applicable.
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
  - h. Photocopy of latest appointment, if applicable.
  - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable.
  - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
  - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.
3. Teacher I item will be filled in using the RQA 2023-2024.
4. The deadline for submission of application letters including the supporting documents in royal blue folder shall not later than 02 OCT 2023.
5. Applicants who failed to submit complete mandatory documents on the set deadline indicated in the memorandum shall not be included in the pool of official applicants.
6. No documents shall be accepted after the set deadline, as indicated in the official memorandum.
7. Immediate and wide dissemination on this Memorandum is desired.

Enclosure: CS Form No. 9 (Revised 2018) Request for Publication of Vacant Positions  
Annex C (Checklist of Requirements and Omnibus Sworn Statement)

Reference/s: DepEd order 007 s. 2023; 2017 ORAOHRA (Revised 2018)

To be included in the Perpetual Index under the following subjects:

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0777

DEPARTMENT OF EDUCATION  
CARAGA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF  
SURIGAO CITY

Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

SEP 21 2023  
RELEASE  
RECORDS SECTION  
MARICETH A. CORSINO TIME: 1:10

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

**MARILOU B. DEDUMO, Ph.D., CESO V**

Schools Division Superintendent

Date:

21 SEP 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	School Principal III (Elementary)	OSEC-DECSB- SP3-1020035- 2019	21	63997	Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours Relevant Training	2 years as Principal	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
2	School Principal II (Elementary)	Anticipated Vacancy	20	57347	Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours Relevant Training	1 year as Principal	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
3	School Principal I (Elementary)	Anticipated Vacancy	19	51357	Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hours Relevant Training	HT for 1 yr; or TIC for 2 yrs; or MT for 2 yrs; or Teacher for 5 years	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
4	Master Teacher I (Elementary Grades) 1995 QS	OSEC-DECSB- MTCHR1- 1021210-1998	18	46725	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)		Schools Division Office of Surigao City
5	Teacher III (Elementary Grades) 1995 QS	Anticipated Vacancy	13	31320	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
6	Teacher II (Elementary Grades) 1995 QS	Anticipated Vacancy	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
7	Teacher I (Elementary Grades) 1995 QS	Anticipated Vacancy	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
8	Teacher III (Elementary Grades) 1995 QS	OSEC-DECSB- TCH3-1020180- 2010	13	31320	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
9	Teacher II (Elementary Grades) 1995 QS	Anticipated Vacancy	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
10	Teacher I (Elementary Grades) 1995 QS	Anticipated Vacancy	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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**MARILOU B. DEDUMO, Ph.D., CESO V**

Schools Division Superintendent

Date:

**21 SEP 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
11	Teacher III (Elementary Grades) 1995 QS	OSEC-DECSB-TCH3-1020145-2015	13	31320	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
12	Teacher II (Elementary Grades) 1995 QS	Anticipated Vacancy	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
13	Teacher I (Elementary Grades) 1995 QS	Anticipated Vacancy	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
14	Teacher III (Elementary Grades) 1995 QS	OSEC-DECSB-TCH3-1020298-2011	13	31320	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
15	Teacher II (Elementary Grades) 1995 QS	Anticipated Vacancy	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year Relevant Experience	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
16	Teacher I (Elementary Grades) 1995 QS	Anticipated Vacancy	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
17	Teacher I (Elementary Grades) 1995 QS	OSEC-DECSB-TCH1-1020009-2007	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET / RA1080 (Teacher)		Schools Division Office of Surigao City
18	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020196-2017	9	21211	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

**02 OCT 2023**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:



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					Education	Training	Experience	Eligibility	Competency (if applicable)	

**MARILOU B. DEDUMO, Ph.D., CESO V**

Schools Division Superintendent

M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte

[surigaocity.personnel@deped.gov.ph](mailto:surigaocity.personnel@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**