



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Office of Schools Division Superintendent

Division Memorandum

No. MM, 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

SUBJECT : NOTICE OF VACANCY – 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.
 - 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.

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06/22/2023



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- 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 29 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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