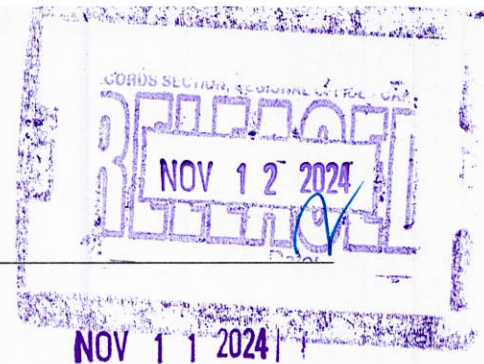




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 1224, s. 2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
RO and SDO Division Chiefs
All Personnel and Staff
All Others Concerned

CALL FOR APPLICATION FOR THIRD LEVEL POSITION
IN DEPED CARAGA REGION

1. In line with Office of the Secretary Memorandum dated November 4, 2024, the **Regional Search Committee** is accepting applications for **Third Level Position** for recommendation to Schools Division Superintendent and Assistant Schools Division Superintendent positions.

2. To expedite the evaluation and selection process, interested and qualified applicants are advised to submit their documents in a **GREEN FOLDER with PROPER TABBING and LABELLING**, in **HARD COPY** not later than **November 18, 2024**. The following documents must be included:

- a. Letter of Intent/Application Letter addressed to **MARIA INES C. ASUNCION**, Director III, OIC-Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City, stating the desired position;
- b. Duly accomplished Updated Personal Data Sheet (CS Form 2012 Revised 2017);
- c. Detailed Curriculum Vitae, including a list and description of any qualifying examination, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
- d. Outstanding Accomplishments, Abstract of Innovations, Project Documentation or any proof of implementation highlighting specific contribution;
- e. Service Records or other relevant employment records;
- f. Copy of Certificate of Eligibility;
- g. Copy of Latest Transcript of Records;
- h. Performance Ratings for the last two rating periods:
 - CESPES Ratings from Career Executive Service Board
 - Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF)
- i. A self-certification, under oath, stating that he/she has no administrative and/or criminal case filed against the undersigned before any courts/quasi-judicial and/or administrative bodies nor found guilty/convicted of any administrative offense and/or crime; and
- j. A self-certification of the authenticity of all documents submitted to the Regional Search Committee.

3. Application submitted beyond the deadline and/or with incomplete documents will not be entertained. Applicants are advised to include all possible



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Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-11-18446

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2



documents in their application folders since the committee will no longer accept additional documents beyond the deadline.

5. DepEd Caraga strictly adheres to an equal employment opportunity policy and encourages applications from qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiations, political affiliation or other similar factors/personal circumstances that align with the principles of merit, fitness for the job and equal employment opportunity.

6. Immediate and wide dissemination of this memorandum is desired.

MARIA INES C. ASUNCION

Director III

Officer-In-Charge

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO TENEBRO ESCOBARTE, JR.
Director III
Assistant Regional Director *g*

Encls.: Office of the Secretary Memorandum dated November 4, 2024

Reference: DepEd Order No. 19, s. 2022

DepEd Order No.7, s. 2023

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

EMPLOYMENT

RECRUITMENT

SELECTION

ASD/srp
11/08/2024



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Effectivity	02.01.23	Page	2 of 2

