

JULY 28 2025

REGIONAL MEMORANDUM

No. 0760 , s. 2025

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

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS
IN THE REGIONAL OFFICE

1. In adherence to the principles of merit and fitness and in compliance with DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan), this Office announces the acceptance of applications for the following vacant positions including their corresponding minimum qualifications:

Position Title	SG	Level	Educational Qualification	Training	Experience	Eligibility
(1) ADMINISTRATIVE OFFICER IV (General Services Unit)	15	2	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
(1) ACCOUNTANT I (Accounting Unit)	12	2	Bachelors Degree in Commerce / Business Administration major in Accounting	none required	none required	RA 1080 (CPA)
(1) ADMINISTRATIVE AIDE VI - Clerk III (HRDD)	6	1	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility

2. To expedite the evaluation and selection process, interested and qualified applicants must submit their documents in a **GREEN FOLDER with PROPER TABBING and LABELLING**, in **HARD COPY** not later than **August 8, 2025**. Required documents include:

1. Checklist of Requirements with Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted and Data Privacy Consent Form (*see attached template*).
2. Letter of Intent/Application Letter addressed to **MARIA INES C. ASUNCION**, Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City
3. Duly accomplished Personal Data Sheet with Work Experience Sheet, if applicable (CS Form 2012 Revised 2017) downloadable at www.csc.gov.ph
4. Photocopy of valid and updated PRC License/ID (if applicable);

5. Photocopy of Certificate of Eligibility/Rating (if applicable);
 6. Photocopy of Transcript of Records, **with CAV**;
 7. Service Record / Certificate of Employment (if employed);
 8. Photocopy of 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);
 9. Photocopy of Certificates of Trainings Attended (if applicable);
 10. Photocopy of Certificates of Recognition, Commendation, and other MOVs (see DepEd Order No.7, s. 2023 for the documents needed to support the criteria on **Outstanding Accomplishments, Application of Education and Application of Learning and Development** (if any).
3. The recruitment, selection and document evaluation follow **DepEd Order No.7, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education)** and **DepEd Order No. 021, s. 2024 (Amendments to DepEd Order No. 7, s. 2023)**. Applicants are encouraged to review specific documentary requirements and Modes of Verification (MOVs).
4. Applications submitted after the deadline or with incomplete documents will not accepted. Applicants must submit one (1) complete set of application documents per position applied and no additional documents will be accepted beyond the deadline.
5. DepEd Caraga strictly adheres to an equal employment opportunity policy and encourages applications from qualified individuals regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity, filiations, political affiliation or other personal circumstances consistent with the principles of merit, fitness and equal employment opportunity.
6. Immediate and wide dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
 Director IV
 Regional Director

Encls.: CSC Publication of Vacant Positions
 Checklist of Requirements with Omnibus Sworn Statement Template
 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
 07/24/2025



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (085) 225-1151
 Telefax No: (085) 342-5959
 Email: caraga@deped.gov.ph
 Website: caraga.deped.gov.ph



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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			
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 Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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



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:

[Signature]
SHERYL R. BUYO
HRMO

Date: 7/24/2025

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	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	OSEC-DECSB- ADOF4-1020022- 2014	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
2	ACCOUNTANT I	OSEC-DECSB-A1- 1020001-1999	12	32245	Bachelors Degree in Commerce / Business Administration major in Accounting	none required	none required	RA 1080 (CPA)		DepEd Caraga Regional Office
3	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6- 1020084-2014	6	18957	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		DepEd Caraga Regional Office

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 August 8, 2025.

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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; certificates of trainings, recognition, commendations, (if any) and
4. Photocopy of Transcript of Records with CAV.

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

MARIA INES C. ASUNCION
Director IV/Regional Director
J. Rosales Ave., Butuan City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.