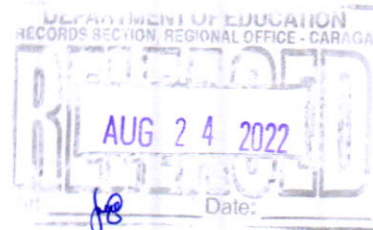




Republic of the Philippines
Department of Education
 CARAGA REGION



August 23, 2022

REGIONAL MEMORANDUM
 No. 723, s. 2022

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS
 IN THE REGIONAL OFFICE

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 Division Chiefs
 All Personnel and Staff
 This Region

1. This Office announces the acceptance of application for the following vacant positions with their corresponding minimum qualifications:

Position Title	SG	Level	Educational Qualification	Experience	Training	Eligibility
(1) ADMINISTRATIVE AIDE III – Clerk I	3	1	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility
(2) EDUCATION PROGRAM SUPERVISOR	2	2	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher) / LET
<i>Preferred Qualification:</i>			(1) EPS in Science – Master's Degree in Science (1) EPS in HRDD – National/Regional Trainer			

2. Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter addressed to **MA. GEMMA MERCADO LEDESMA**, Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City or caraga.personnel@deped.gov.ph not later than **August 31, 2022**. The assessment process will start on **September 1, 2022**. Application submitted beyond the deadline and with incomplete documents will not be entertained.

1. Duly accomplished Personal Data Sheet with recent passport-sized picture (CS Form 2012 Revised 2017) which can be downloaded at www.csc.gov.ph



Address: J.P. Rosales Avenue,
 Butuan City
 Trunkline No: (085) 342-8207
 Telefax No: (085) 342-5969
 Email: caraga@deped.gov.ph



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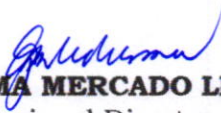
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 DepEdRO13-REC-013/R3/02-18-2020

2. Photocopy of Certificate of Eligibility/License/ID;
3. Photocopy of Transcript of Records, with CAV / Scholastic/Academic Record;
4. Service Record / Certificate of Employment (if employed);
5. Photocopy of Certificates of Trainings Attended, if applicable;
6. Photocopy of the Latest Performance Rating in the last rating period preceding this publication.
7. Photocopy of Certificates of Recognition, Commendation, if any
8. Omnibus Sworn Statement of Authenticity and Veracity of Documents

3. Applicants will be advised through a text message on how the conduct of the examination and interview will be undertaken.

4. DepEd Caraga strictly adheres to its equal employment opportunity policy and encourage 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 which run counter to the principles of merit, fitness for the job and equal employment opportunity.

5. Immediate and wide dissemination of the contents of this memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: CSC Publication of Vacant Positions

Reference: NONE

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

EMPLOYMENT

RECRUITMENT

SELECTION

PER/srp
08/23/2022