



Republic of the Philippines  
Department of Education  
Region V  
**SCHOOLS DIVISION OF SORSOGON**  
Capitol Compound, Sorsogon



November 13, 2019

**DIVISION MEMORANDUM**

No. 243, s. 2019

**ANNOUNCEMENT OF VACANT POSITIONS AND SUBMISSION OF PERTINENT PAPERS FOR SCHOOL PRINCIPAL II, MASTER TEACHERS I & II, EPS II, SPET I, REGISTRAR, ADAS III & ADAS II**

**TO:** Assistant Schools Division Superintendent  
Public School District Supervisors  
Elementary & Secondary School Principals  
All Others Concerned

1. This is to announce that there are vacant positions which is listed below:

VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	NO. OF VACANT POSITIONS
School Principal II	Senior High School	1
Master Teacher I	Bulan <del>North</del> District	2
	Bulusan District	1
Master Teacher II	Irosin District	1
	Pilar II District	1
Education Program Specialist II	SDO-SGOD	1
Special Education Teacher I	Elementary	2
Registrar	Matnog NHS (SHS)	1
Administrative Assistant II	SDO-OSDS (Danao NHS); Matnog NHS (SHS)	2
Administrative Assistant III	SDO-OSDS (Magallanes South District)	1

2. Stated hereunder are the minimum qualification standards for each position:

**SCHOOL PRINCIPAL II (Senior High School)**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080

**MASTER TEACHER I**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary Education (BEEEd); or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	None required	RA 1080

**MASTER TEACHER II**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary Education (BEEd); or Bachelor's Degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I	4 hours of relevant training	RA 1080

**EDUCATION PROGRAM SPECIALIST II**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

**REGISTRAR**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility

**SPECIAL EDUCATION TEACHER I (SPET I)**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080


**ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) & ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)**

CSC PRESCRIBED QUALIFICATIONS			
EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
DEPED PREFERRED QUALIFICATIONS			
EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree in Business Administration, Major in Accounting; Completion of at least 2 years in Bachelor's Degree in Accountancy or Commerce; Completion of 2 years studies in college with at least 9 units in accounting subjects	1 year of relevant experience in accounting activities/tasks	4 hours of relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software	Career Service (Subprofessional) First Level Eligibility

3. For guidance as to criterion and computation of points, all interested applicants are enjoined to peruse the following references:

School Principal II	-	DepEd Order No. 42, s. 2007
Master Teacher I & II	-	MEC Order No. 10, s. 1979
EPS II, SPET I, Registrar, ADAS II & III	-	DepEd Order No. 66, s. 2007

4. All applicants are requested to submit two sealed envelopes. The *first envelope* is for *pre-assessment* and the *second envelope* is for *ranking* purposes. Both envelopes should include among others the *Transcript of Records for Baccalaurate, Masteral or Doctoral Studies and/or certification of units earned in Masteral and/or Doctoral Studies; Service Record; Certificates of Trainings; Copy of Performance Rating (IPCRF) for the last three years and Copy of PRC License;*
5. The deadline of submission is on November 18, 2019 in order to give ample time for the HRMO to pre-assess the documents. **No additional documents shall be accepted after the deadline.**
6. The list of applicants who will qualify for ranking after the pre-assessment of documents, the schedule and the venue of the deliberation will be announced through another memorandum.
7. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
8. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**JOSE L. DONCILLO, CESO V**  
**Schools Division Superintendent**

