



Republic of the Philippines  
**Department of Education**  
REGION V  
**Schools Division of Sorsogon**

November 21, 2019

**DIVISION MEMORANDUM**

No. 245, s. 2019

**(ADDENDUM TO DIVISION MEMORANDUM NO. 243, s. 2019)  
ANNOUNCEMENT OF ADDITIONAL AND ANTICIPATED VACANCIES AND SCHEDULE  
OF RANKING OF QUALIFIED APPLICANTS FOR THE VACANT ITEMS STATED IN  
DIVISION MEMORANDUM NO. 243, S.2019**

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

1. Listed below are the additional vacant positions, place of assignment & schedule of ranking/ deliberation:

| VACANT POSITION(S)      | SCHOOL/PLACE OF ASSIGNMENT | NO. OF VACANT POSITIONS | SCHEDULE OF RANKING |
|-------------------------|----------------------------|-------------------------|---------------------|
| <b>Master Teacher I</b> | Irosin District            | 1                       | December 13, 2019   |
|                         | Pilar II District          | 1                       |                     |
|                         | Magallanes South District  | 1                       |                     |
|                         | Bulan Vocational HS        | 1                       |                     |
| <b>Head Teacher III</b> | Donsol Vocational HS       | 1                       |                     |

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

**MASTER TEACHER I**

| EDUCATION   | EXPERIENCE                     | TRAINING      | ELIGIBILITY |
|---|--------------------------------|---------------|-------------|
| Bachelor of Elementary Education (BEEd) for elementary applicants; Bachelor of Secondary Education (BSEd) for secondary applicants; 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     |



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**HEAD TEACHER III**

| <b>EDUCATION</b>   | <b>EXPERIENCE</b>                                | <b>TRAINING</b>               | <b>ELIGIBILITY</b> |
|--|--|-------------------------------|--------------------|
| Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization | Head Teacher for 2 years; or Teacher for 5 years | 24 hours of relevant training | RA 1080            |

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

|                         |   |                                    |
|-------------------------|---|------------------------------------|
| <b>Master Teacher I</b> | - | <b>MEC Order No. 10, s. 1979</b>   |
| <b>Head Teacher III</b> | - | <b>DepEd Order No. 66, s. 2007</b> |

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 Baccalaureate, 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 **December 2, 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 together with the applicants for Registrar, ADAS III & ADAS II stated in Division Memorandum No. 243, s. 2019 will be announced through an advisory.
7. Applicants for Principal II (SHS), Master Teachers I & II, EPS II and SPET I whose vacancies were also announced in the above-stated Memorandum are all qualified and shall proceed with the assessment/deliberation which will be done on November 29, 2019 at the Library Hub from 8:00 AM to 5:00 PM.



and, Brgy. Burabod, Sorsogon City, Sorsogon 4700


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8. 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.
9. Immediate and wide dissemination of this memorandum is earnestly desired.

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



and, Brgy. Burabod, Sorsogon City, Sorsogon 4700

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