



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

February 17, 2020

DIVISION MEMORANDUM

No. 46, s. 2019

**ANNOUNCEMENT OF RANKING/DELIBERATION FOR MASTER TEACHERS I & II,
HEAD TEACHER III, SPECIAL EDUCATION TEACHER I & ADMINISTRATIVE
OFFICER II**

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

1. This is to announce to the field that there will be a ranking/deliberation for the vacant positions stated below:

VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	NO. OF VACANT POSITIONS	SCHEDULE OF RANKING
Master Teacher II	Matnog District	1	February 28, 2020
Master Teacher I	Matnog District	1	
	Magallanes North District	1	
Head Teacher III	Barcelona NHS	1	
	Gubat NHS	1	
SPET I	Elementary	3	
Administrative Officer II	SDO (Personnel Section)	1	

2. For reference and guidance as to the minimum qualifications and computation of points for **Master Teachers I & II** please refer to **MEC Order No. 10, s. 1979**. For the other abovementioned vacant positions, the minimum qualification standards are stated below:

HEAD TEACHER III

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
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





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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

HEAD TEACHER III

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080

ADMINISTRATIVE OFFICER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree	None Required	None Required	CSC Professional (2 nd Level Eligibility)

3. As to the criterion and computation of points for Head Teacher III, SPET I and Administrative Officer II all applicants are advised peruse **DepEd Order No. 66, s. 2007**.
4. All applicants are requested to submit two sealed envelopes. The **first envelope** is for **pre-assessment** which shall include the following documents:
 - a. **Copy Transcript of Records for Baccalaureate, Masteral and/or Doctoral Studies and/or certification of units earned in Masteral and/or Doctoral Studies;**
 - b. **Copy Service Record and/or Certificate of Employment;**
 - c. **Certificates of Trainings;**
 - d. **Copy of Performance Rating (IPCRF) for the last three years**
 - e. **and Copy of PRC License;**

The contents of the **second envelope** are the **documents for ranking**.





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5. All pertinent documents will immediately be pre-assessed upon submission so all applicants are encouraged to personally submit their documents so that they will instantly know if they are qualified to proceed to the deliberation.
6. The deadline of submission is on **February 24, 2020** but all applicants are enjoined to submit their documents before the aforementioned date. **No additional documents shall be accepted after the deadline.**
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



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