



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

July 21, 2020

DIVISION MEMORANDUM

No. 105, s. 2020

ANNOUNCEMENT OF DELIBERATION/RANKING FOR VACANT ASSISTANT SCHOOL PRINCIPAL II (SHS), HEAD TEACHER III (SECONDARY), ADMINISTRATIVE OFFICER II (ELEMENTARY & SENIOR HIGH SCHOOL) POSITIONS AND UPCOMING VACANCIES FOR HEAD TEACHERS I & III IN THE ELEMENTARY

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 deliberation/ranking for the vacant positions and newly created items listed below:

VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	NO. OF VACANT POSITIONS	SCHEDULE OF RANKING
Assistant School Principal II	Senior High School	1	August 4, 2020
Head Teacher III	Gallanosa NHS	1	
Head Teacher I	Elementary	Upcoming Vacancy	August 5, 2020
Head Teacher III	Elementary	Upcoming Vacancy	
Administrative Officer II	Elementary & Senior High School	24	August 6, 2020

2. Stated hereunder is the Civil Service Commission approved minimum qualification for each position:

ASSISTANT SCHOOL PRINCIPAL II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080





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HEAD TEACHER III (ELEMENTARY & SECONDARY)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary or Elementary 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

HEAD TEACHER I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080

ADMINISTRATIVE OFFICER II

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

DEPED PREFERRED QUALIFICATIONS			
EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree relevant to the job	1-year relevant experience in office administration and financial reporting	None Required	CSC Professional (2 nd Level Eligibility)

3. All interested applicants are enjoined to peruse the following references stated below for their guidance as to criteria and computation of points.

Assistant School Principal II - **DepEd Order No. 66, s. 2007**
Head Teachers I & III - **DepEd Order No. 42, s. 2007**
Administrative Officer II - **DepEd Order No. 66, s. 2007**

4. All applicants are requested to submit two sealed envelopes. The contents of which are stated on the succeeding page:





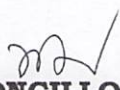
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a. First Envelope (for pre-assessment)

- i. Transcript of Records for Baccalaureate and Masteral and/or Doctoral Studies or certification of units earned in Masteral and/or Doctoral Studies;
- ii. Service Record;
- iii. Certificates of Trainings;
- iv. Copy of PRC License for Assistant School Principal II & Head Teacher applicants and CSC Eligibility for Administrative Officer II applicants.

b. Second Envelope (for ranking purposes)

- i. All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
5. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the ranking process.
 6. The Deadline of submission is on **July 30, 2020 at 5:00 P.M. No additional documents shall be accepted after the deadline**, so it is encouraged that applicants should submit their envelopes before the deadline.
 7. The venue for the deliberation will be at the Division Conference Hall at 8:00 AM to 5 PM. Personnel Selection Board members and applicants are required to strictly adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
 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

