



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 14, 2021

**DIVISION MEMORANDUM**

No. 09, s. 2021

**ANNOUNCEMENT OF RANKING/DELIBERATION OF VACANCIES AND  
ANTICIPATED VACANCIES FOR MASTER TEACHERS I & II**

**TO:** Assistant Schools Division Superintendent  
Division Personnel Selection Board  
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:

<b>VACANT POSITION(S)</b>	<b>SCHOOL/PLACE OF ASSIGNMENT</b>	<b>NO. OF VACANT POSITIONS</b>	<b>SCHEDULE OF RANKING</b>
<b>Master Teacher II</b>	Barcelona North District	1	February 5, 2021
	Gubat South District	1	
	Magallanes South District	2	
	Barcelona National Comprehensive HS	1	
<b>Master Teacher I</b>	Donsol East District	1	
	Barcelona National Comprehensive HS	1	
	Magallanes National Vocational HS	1	

2. For reference and guidance as to the minimum qualifications and computation of points, applicants are encouraged to refer to **MEC Order No. 10, s. 1979**.
3. Two sealed envelopes are requested to be submitted. Contents of which are stated below:







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- a. The **first envelope** is for **pre-assessment** which shall include the following documents:
  - i. **Copy Transcript of Records for Baccalaureate, Masteral and/or Doctoral Studies and/or certification of units earned in Masteral and/or Doctoral Studies;**
  - ii. **Copy Service Record and/or Certificate of Employment;**
  - iii. **Certificates of Trainings;**
  - iv. **Copy of Performance Rating (IPCRF) for the last three years**
  - v. **and Copy of PRC License;**
  
- b. The contents of the **second envelope** are the **documents for ranking**.
  - i. All relevant documents to be assessed during deliberation. (e.g., Instructional Materials, Community Involvement, Special Committee Chairmanship, etc.)
  
4. Documents will be promptly pre-assessed upon submission so all applicants are encouraged to personally submit their documents so that they will immediately know if they are qualified to proceed to the deliberation.
  
5. The deadline of submission is on **January 29, 2021 at 5:00 P.M.** but applicants are enjoined to submit their documents before the aforementioned date. **No additional documents shall be accepted after the deadline.**
  
6. The venue will be at the office of the Administrative Officer V. 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.
  
7. The Public Schools District Supervisor or the OIC-Public Schools District Supervisor and the Secondary School Principal in the abovementioned vacancies will sit as one of the members of the Division Personnel Selection Board when the vacancy in their respective district or school is scheduled to be assessed.






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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**



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