



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

September 25, 2024

DIVISION MEMORANDUM

No. 214, s. 2024

**ANNOUNCEMENT OF VACANCY FOR PUBLIC SCHOOLS DISTRICT
SUPERVISOR AND MASTER TEACHER POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public School District Supervisors/OIC-PSDSs
School Administrators
All Others Concerned

1. This is to announce to the field that this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB) will conduct a comparative assessment for the vacant positions listed below:

VACANT POSITION(S)	DISTRICT ASSIGNMENTS
Public Schools District Supervisor	Within the Schools Division of Sorsogon
Master Teacher II	Bulan I
	Bulusan
	Gubat South
	Casiguran
Master Teacher I	Pilar III
	Bulan II
	Bulusan
	Gubat North
	Casiguran
	Castilla East
	Castilla West
	Magallanes North
Pilar III	
Bulan IV	





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2. The reference for the conduct of the comparative assessment for Public Schools District Supervisor is **DepEd Order No. 7, s. 2023** and **MEC Order No. 10, s. 1979** for Master Teacher.
3. Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item No., Salary Grade, Qualification Standards, number of vacancies and place of assignment. Annex B is the list of requirements to be submitted.
4. The deadline for submission of required documents is on **October 2, 2024 at 3:00 P.M.** **It is understood that no additional documents shall be accepted after the deadline.** Previous applicants are encouraged to apply or submit documents for updating purposes.
5. Prompt **initial evaluation** will be conducted upon submission of the documents to determine those who are qualified and those who are not.
6. This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations and disability.
7. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
8. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website (www.depedsorsogon.com.ph), at the office of the Personnel Section and through social media platforms.
9. 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.
10. Immediate and wide dissemination of this Memorandum is enjoined.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent





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SCHOOLS DIVISION OF SORSOGON

ANNEX A

NOTICE OF VACANCY

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-390285-1998	22	74,836.00	Master's degree in Education or other relevant master's degree	16 hours of relevant training	5 years cumulative experience as Master Teacher, Head Teacher or Principal	RA 1080 (Teacher)	1	Any District in the Schools Division of Sorsogon
2	MASTER TEACHER II	OSEC-DECSB-MTCHR2-391332-1998	19	53,873.00	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in education and 24 units for a Master's Degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)	1	Bulan I District

Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City

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					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
3		OSEC-DECSB-MTCHR2-391253-1998	19	53,873.00	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in education and 24 units for a Master's Degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)	1	Bulusan District
		OSEC-DECSB-MTCHR2-391324-1998							1	Gubat South District
		OSEC-DECSB-MTCHR2-391240-1998							1	Casiguran District
5	MASTER TEACHER II	OSEC-DECSB-MTCHR2-391325-1998							1	Gubat South District
6		OSEC-DECSB-MTCHR2-391240-1998							1	Casiguran District
7		OSEC-DECSB-MTCHR2-390060-2022							1	Pilar III District



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					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
8		OSEC-DECSB-MTCHR1-393729-1998	18	49,015.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education; and 18 units for a Master's degree in Education or it's equivalent	None Required	3 years relevant experience	RA 1080 (Teacher)	1	Bulan II District
		OSEC-DECSB-MTCHR1-393721-1998							1	Bulan II District
		OSEC-DECSB-MTCHR1-393621-1998							1	Bulusan District
10	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393709-1998	18	49,015.00					1	Gubat North District
11		OSEC-DECSB-MTCHR1-393630-1998							1	Gubat North District
12									1	Gubat North District

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					EDUCATION	TRAINING	EXPERIENCE			
13	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393601-1998	18	49,015.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education; and 18 units for a Master's degree in Education or it's equivalent	None Required	3 years relevant experience	RA 1080 (Teacher)	1	Casiguran District
14		OSEC-DECSB-MTCHR1-390018-1999							1	Castilla East District
15		OSEC-DECSB-MTCHR1-390231-2020							1	Pilar III District
16		OSEC-DECSB-MTCHR1-393711-1998							1	Magallanes North District
17		OSEC-DECSB-MTCHR1-393793-1998							1	Castilla West
18		OSEC-DECSB-MTCHR1-393716-1998							1	Bulan IV District



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CHECKLIST OF REQUIREMENTS

Annex B

Application Code: _____

Name of Applicant: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Status of Submission <i>(To be marked by the applicant. Check if submitted)</i>	Status of Submission <i>(Check if completed)</i>	Remarks	Verification <i>(To be marked by the HRMC/HR Officer and committee)</i>	
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative assessment, such as but not limited to: (M) No. 4, s.c. 2023) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development recorded from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ year

Person Administering Oath

In accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (Electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a signature the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated as to its author by subsequent reference.