



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

June 18, 2025

DIVISION MEMORANDUM

No. 154, s. 2025

**ANNOUNCEMENT OF VACANCY FOR MASTER TEACHER I POSITIONS
IN SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public Schools District Supervisors / OIC-PSDs
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 of the following vacant positions:


Position Title	Number of Items	Place of Assignment
Master Teacher I	1	Casiguran Technical Vocational School
	1	Gallanosa National High School

2. The reference for the conduct of the comparative assessment is **DepEd Order No. 20, s. 2024**.
3. Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item Number, Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, and Place of Assignment.
4. Attached as Annex B are the list of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.
5. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed with the Comparative Assessment.
6. The deadline for submission is **June 30, 2025 at 3:00 pm. It is therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.



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7. 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.
8. 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.
9. 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.
10. 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.
11. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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ANNEX A

NOTICE OF VACANCY

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Master Teacher I	OSEC- DECSB- MTCHR1- 390318- 2022	18	51,304.00	Bachelor of Secondary Education (BSED) ; or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years of relevant experience	RA 1080 (Teacher)	Gallanosa National High School
2	Master Teacher I	OSEC- DECSB- MTCHR1- 390203- 2020			Casiguran Technical Vocational School				



MATATAG



BAGONG PILIPINAS



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

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 consonance 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) (where 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 so as to be usable for subsequent reference.