



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

July 29, 2025

DIVISION MEMORANDUM

No. 193, s. 2025

**ANNOUNCEMENT OF VACANCY FOR SCHOOL PRINCIPAL III, MASTER TEACHER I, HEAD
TEACHER II, TEACHER III, TEACHER II, AND VARIOUS NON-TEACHING POSITIONS**

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

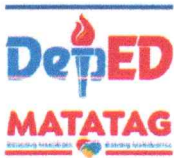
POSITION TITLE	NUMBER OF VACANCY / IES	PLACE OF ASSIGNMENT
Accountant I	1	Gubat National High School
	1	Pilar National Comprehensive High School
	1	Donsol National Comprehensive High School
Administrative Aide I (Utility Worker I)	1	Elementary / Anywhere within the Division
	1	Elementary / Anywhere within the Division
	1	Calao National High School
Administrative Assistant II (Clerk IV)	1	Senior High School / Anywhere within the Division
Head Teacher II	1	Macabari National High School
Master Teacher I (Secondary)	1	Matnog National High School
School Principal III	1	Buhang National High School
	1	Gallanosa National High School
Senior Bookkeeper	1	Casiguran Technical Vocational School
Teacher II (Secondary)	1	Rizal National High School
Teacher III (Secondary)	1	Gallanosa National High School
Teacher III (Secondary)	1	San Francisco National High School
Teacher III (Secondary)	1	Donsol National Comprehensive High School
Teacher III (Secondary)	1	Talaonga National High School
Teacher III (Secondary)	1	Magallanes National High School
Watchman I	1	Casiguran Technical Vocational School
Dentist II	2	SDO School Health and Nutrition Section



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- 2. The reference for the comparative assessment for higher teacher positions is **DepEd Order No. 20, s. 2024**, while the reference for school administrators and non-teaching positions is **Deped Order No. 07, s. 2023 and DepEd Order No. 21, 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. All interested applicants are requested to submit the application requirements to the following venues:

POSITION TITLE	PLACE OF ASSIGNMENT	VENUE FOR THE SUBMISSION OF REQUIREMENTS
Accountant I	Gubat National High School	DepEd SDO Personnel Section
	Pilar National Comprehensive High School	
	Donsol National Comprehensive High School	
Administrative Aide I (Utility Worker I)	Elementary / Anywhere within the Division	
	Calao National High School	
Administrative Assistant II (Clerk IV)	Senior High School / Anywhere within the Division	
Head Teacher II	Macabari National High School	
Master Teacher I (Secondary)	Matnog National High School	
School Principal III	Buhang National High School	
	Gallanosa National High School	
Senior Bookkeeper	Casiguran Technical Vocational School	
Watchman I	Casiguran Technical Vocational School	
Dentist II	SDO School Health and Nut. Sect.	
Teacher II (Secondary)	Rizal National High School	Rizal National High School
Teacher III (Secondary)	Gallanosa National High School	Gallanosa National High School
Teacher III (Secondary)	San Francisco National High Sch.	San Francisco National High School
Teacher III (Secondary)	Donsol National Comprehensive High School	Donsol National Comprehensive High School
Teacher III (Secondary)	Talaonga National High School	Talaonga National High School
Teacher III (Secondary)	Magallanes National High School	Magallanes National High School





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6. 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. ***Previous applicants are encouraged to apply or submit documents for updating purposes.***
7. The deadline for submission is **Friday, August 8, 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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	Accountant I	OSEC- DECSB-A1- 390049-1998	12	32,245.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	Gubat National High School
2	Accountant I	OSEC- DECSB-A1- 390001-2005	12	32,245.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	Pilar National Comprehensive High School



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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	
3	Accountant I	OSEC- DECSB-A1- 390047-1998	12	32,245.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	Donsol National Comprehensive High School
4	Administrative Aide I (Utility Worker I)	OSEC- DECSB- ADA1- 390806-2004	1	14,061.00	Must be able to read and write	None required	None required	None Required	Elementary / Anywhere within the Division



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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	
5	Administrative Aide I (Utility Worker I)	OSEC- DECSB- ADA1- 390810-2004	1	14,061.00	Must be able to read and write	None required	None required	None Required	Elementary / Anywhere within the Division
6	Administrative Aide I (Utility Worker I)	OSEC- DECSB- ADA1- 390856-2004	1	14,061.00	Must be able to read and write	None required	None required	None Required	Calao National High School



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					Education	Training	Experience	Eligibility	
7	Administrative Assistant II (Clerk IV)	OSEC- DECSB- ADAS2- 390734-2016	8	21,448.00	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* <i>*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015</i>	4 hours of relevant training	1 year relevant experience	Career Service (Sub- professional) / First Level Eligibility	Senior High School / Anywhere within the Division



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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	
8	Head Teacher II	OSEC- DECSB- HTEACH2- 390014-2022	15	40,208.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 year ; or Teacher for 4 years	RA 1080 (Teacher)	Macabari National High School
9	Master Teacher I (Secondary)	OSEC- DECSB- MTCHR1- 390080-2022	18	51,304.00	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision	5 years teaching experience	RA 1080, as amended (Teacher - Secondary)	Matnog National High School



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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	
						acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)			



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					Education	Training	Experience	Eligibility	
10	School Principal III	OSEC- DECSB-SP3- 390006-2022	21	70,013.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)	Buhang National High School



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					Education	Training	Experience	Eligibility	
11	School Principal III	'OSEC- DECSB-SP3- 390162-2010	21	70,013.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)	Gallanosa National High School



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





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					Education	Training	Experience	Eligibility	
12	Senior Bookkeeper	OSEC- DECSB- SRBK- 390039-1998	9	23,226.00	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* <i>*In light of the SHS Modeling Program which was implemented as early as School Year 2014- 2015</i>	4 hours of relevant training	1 year relevant experience	Career Service (Sub- professional) / First Level Eligibility	Casiguran Technical Vocational School



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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	
13	Watchman I	OSEC- DECSB- WCHM1- 390037-1998	2	14,925.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	Casiguran Technical Vocational School
14	Teacher II (Secondary)	OSEC- DECSB- TCH2- 390203-1999	12	32,245.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher - Secondary)	Sta. Magdalena National High School



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					Education	Training	Experience	Eligibility	
15	Teacher III (Secondary)	OSEC- DECSB- TCH3- 390925- 2016	13	34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher - Secondary)	Gallanosa National High School



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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	
16	Teacher III (Secondary)	OSEC- DECSB- TCH3- 398137-1998	13	34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher - Secondary)	San Francisco National High School
17	Teacher III (Secondary)	OSEC- DECSB- TCH3- 390249-2003	13	34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy,	2 years teaching experience	RA 1080, as amended (Teacher - Secondary)	Donsol National Comprehensive High School



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					Education	Training	Experience	Eligibility	
						Subject Specialization acquired within the last 5 years			
18	Teacher III (Secondary)	OSEC- DECSB- TCH3- 398164-1998	13	34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher - Secondary)	Talaonga National High School



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					Education	Training	Experience	Eligibility	
19	Teacher III (Secondary)	OSEC- DECSB- TCH3- 392495-2024	13	34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher - Secondary)	Magallanes National High School
20	Dentist II	OSEC- DECSB- DENT2- 390136-1998	17	47,247.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)	SDO School Health and Nutrition Section



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					Education	Training	Experience	Eligibility	
21	Dentist II	OSEC- DECSB- DENT2- 390134-1998	17	47,247.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)	SDO School Health and Nutrition Section

CHECKLIST OF REQUIREMENTS

Annex B

DO 20, S. 2024

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

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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.

CHECKLIST OF REQUIREMENTS

Annex B

00 7, J. 2023

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

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/ HR Office/ sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the 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 assessment, 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:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned 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

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