



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

September 8, 2025

DIVISION MEMORANDUM
No. 237, s. 2025

**ANNOUNCEMENT OF VACANCIES FOR MASTER TEACHER I, HEAD TEACHER IV,
ADMINISTRATIVE OFFICER IV, HEAD TEACHER I, AND VARIOUS TEACHING
AND NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Chiefs – CID and SGOD
Public Schools District Supervisors / OIC-PSDSs
Interested Applicants
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
Master Teacher I (Secondary)	1	Barcelona National CHS
Head Teacher IV	1	Gallanosa National High School
Administrative Officer IV (<i>for Procurement</i>)	1	DepEd Sorsogon Province – SDO
Head Teacher I	1	Magallanes National VHS
Teacher III (Senior High School Teacher III – Academic Track and Core Subjects)	10	Senior High School (Anywhere within the Division)
Teacher III (Secondary)	1	Faustino G. Glua NHS
	1	Magallanes National Vocational HS
	1	Gubat National High School
Teacher II (Senior High School Teacher II – Academic Track and Core Subjects)	9	Senior High School (Anywhere within the Division)
Teacher II (Secondary)	1	Barcelona National CHS
	1	Gallanosa National High School
Project Development Officer I	1	Anywhere within the Division
Administrative Officer II (<i>for Procurement</i>)	1	DepEd Sorsogon Province – SDO
Legal Assistant I	1	DepEd Sorsogon Province – SDO
Administrative Officer I (Cashier I)	1	Pilar National Comprehensive HS
	1	Donsol National Comprehensive HS
Senior Bookkeeper	1	Anywhere within the Division
Administrative Assistant II (Clerk IV)	1	Bulacao National High School
	1	Castilla National High School



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POSITION TITLE	NUMBER OF VACANCY/ IES	PLACE OF ASSIGNMENT
Administrative Assistant II (Disbursing Officer II)	1	Casiguran Technical Vocational School
	1	Bulacao National High School
	1	Rizal National High School
	1	Calao National High School
Disbursing Officer II	1	San Isidro National High School
Administrative Aide IV (Clerk II)	1	Prieto Diaz National High School
Administrative Aide III (Clerk I)	1	Donsol National Comprehensive HS
Administrative Aide I (Utility Worker I)	1	Buhang National High School

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, Place of Assignment, and Job Summary.
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. Attached as **Annex C** is the Personal Evaluation Sheet to be filled-out by the applicant.
6. 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
Master Teacher I (Secondary)	Barcelona National Comprehensive High School	DepEd SDO Sorsogon Province – Personnel Section
Head Teacher IV	Gallanosa National High School	
Administrative Officer IV (for Procurement)	DepEd Sorsogon Province – Schools Division Office	
Head Teacher I	Magallanes National VHS	
Teacher III (Senior High School Teacher III – Academic Track and Core Subjects)	Senior High School (Anywhere within the Division)	
Teacher II (Senior High School Teacher II – Academic Track and Core Subjects)	Senior High School (Anywhere within the Division)	



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POSITION TITLE	PLACE OF ASSIGNMENT	VENUE FOR THE SUBMISSION OF REQUIREMENTS
Project Development Officer I	Anywhere within the Division	DepEd SDO Sorsogon Province – Personnel Section
Administrative Officer II (<i>for Procurement</i>)	DepEd Sorsogon Province – Schools Division Office	
Legal Assistant I	DepEd Sorsogon Province – Schools Division Office	
Administrative Officer I (Cashier I)	Pilar NCHS and Donsol NCHS	
Senior Bookkeeper	Anywhere within the Division	
Administrative Assistant II (Clerk IV)	Bulacao NHS and Castilla NHS	
Administrative Assistant II (Disbursing Officer II) and Disbursing Officer II	Casiguran TVS, Bulacao NHS, Rizal NHS, Calao NHS, and San Isidro NHS	
Administrative Aide IV (Clerk II)	Prieto Diaz National High School	
Administrative Aide III (Clerk I)	Donsol National CHS	
Administrative Aide I (Utility Worker I)	Buhang National High School	
Teacher III (Secondary)	Faustino G. Glua NHS	Faustino G. Glua NHS
Teacher III (Secondary)	Magallanes National VHS	Magallanes NVHS
Teacher III (Secondary)	Gubat National High School	Gubat National HS
Teacher II (Secondary)	Barcelona National CHS	Barcelona NCHS
Teacher II (Secondary)	Gallanosa National HS	Gallanosa NHS

- 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.***
- The deadline for submission is **Monday, September 22, 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.
- 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.
- 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.
- The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province Official Website




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(www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.

12. 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.

13. 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 VACANCIES

POSITION PROFILE: Master Teacher I (Secondary)		
SALARY GRADE: 18	MONTHLY SALARY: 51,304.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Barcelona National Comprehensive High School	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR1-394162-1998	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	
EXPERIENCE:	5 years teaching experience	
TRAINING:	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 acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	
ELIGIBILITY:	RA 1080, as amended (Teacher - Secondary)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">• Teaching load, curriculum enrichment, coaching/mentoring; Research and Community Linkages; Assists the School Head in Program Implementation; and Other related tasks.• Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.		

POSITION PROFILE: Head Teacher IV		
SALARY GRADE: 17	MONTHLY SALARY: 47,247.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Gallanosa National High School	
ITEM NUMBER/S:	OSEC-DECSB-HTEACH4-390006-2023	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	
EXPERIENCE:	HT for 3 years ; or MT for 2 years	
TRAINING:	24 hours of relevant training	
ELIGIBILITY:	RA 1080 (Teacher)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">• Observes classes/teachers for effective and competent delivery of the curriculum.• Assists the school heads in the planning of programs and activities.• Coordinate with the subject area division supervisors in preparing teacher training and implements school policies and regulations.• School Management and does related job.		



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POSITION PROFILE: Administrative Officer IV (for Procurement)		
SALARY GRADE: 15	MONTHLY SALARY: 40,208.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	DepEd Sorsogon Province - Schools Division Office	
ITEM NUMBER/S:	OSEC-DECSB-ADOF4-390003-2025	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree relevant to the job	
EXPERIENCE:	1 year of relevant experience	
TRAINING:	4 hours of relevant training	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility	
JOB SUMMARY: This person is responsible for supervising, monitoring, and ensuring the timely and efficient implementation of procurement projects, from procurement preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.		
Procurement Planning		
<ul style="list-style-type: none">Assists the end-user units in the preparation of their procurement documentsConducts quarterly end-user interfaceReviews PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE.Plan, prioritize, and coordinate tasks with the BAC and Secretariat upon receipt of approved procurement requests from the end-user units.		
Procurement Process Management		
<ul style="list-style-type: none">Reviews and oversee the procurement process from the preparation of procurement documents, posting of advertisements, up to the updating of procurement tracking system.Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to secure adherence to policies and procedures.Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and other concerned.		
Procurement Contracts Management		
<ul style="list-style-type: none">Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal, and procurement risks.Administer planned activities related to monitoring compliance with specified terms and conditions of the procurement contracts.Coordinate the ProcMS-Contract Management Division concerning the delivery of goods produced by the Central Office.Coordinate with end-users for the acceptance of the goods and service, and with the finance unit for the prompt payment of contracts.		
Procurement Monitoring and Evaluation		
<ul style="list-style-type: none">Assist in the preparation of Inspection Order to be issued by the Regional Director (RD) or the Head of Administrative Section, as may be authorized by the Schools Division Superintendent, by providing the particulars of the project and items for inspection.		



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POSITION PROFILE: Administrative Officer IV (for Procurement)	
<ul style="list-style-type: none">Monitors compliance of the procurement process with RA 9184, its IRR, Government Procurement Policy Board issuances, DepEd Procurement issuances, and BAC Secretariat office procedures.Maintains and updates the procurement tracking system for all procurement activities and milestones (on-going procurements).Monitors and evaluates the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction.Participates in the initiation of sanctions against erring suppliers, contractors, and consultants.	
Secondary Duties <ul style="list-style-type: none">Performs other functions as may be assigned by the Head of Office.	

POSITION PROFILE: Head Teacher I	
SALARY GRADE: 14	MONTHLY SALARY: 37,024.00 NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Magallanes National Vocational High School
ITEM NUMBER/S:	OSEC-DECSB-HTEACH1-390063-2020
CSC QUALIFICATION STANDARDS:	
EDUCATION:	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization
EXPERIENCE:	TIC for 1 year ; or Teacher for 3 years
TRAINING:	24 hours of relevant training
ELIGIBILITY:	RA 1080 (Teacher)
PREFERRED QUALIFICATIONS: N/A	
JOB SUMMARY: <ul style="list-style-type: none">Observes classes/teachers for effective and competent delivery of the curriculum.Assists the school heads in the planning of programs and activities.Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.School Management and does related job.	

POSITION PROFILE: Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	
SALARY GRADE: 13	MONTHLY SALARY: 34,421.00 NO. OF VACANCIES: 10
PLACE OF ASSIGNMENT:	Senior High School (Anywhere within the Division)
ITEM NUMBER/S:	<ul style="list-style-type: none">OSEC-DECSB-TCH3-390729-2017OSEC-DECSB-TCH3-390925-2016OSEC-DECSB-TCH3-390771-2017OSEC-DECSB-TCH3-390027-2018OSEC-DECSB-TCH3-390800-2017OSEC-DECSB-TCH3-390863-2016OSEC-DECSB-TCH3-390768-2017OSEC-DECSB-TCH3-390032-2018OSEC-DECSB-TCH3-390046-2018OSEC-DECSB-TCH3-390038-2018



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POSITION PROFILE: Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)

CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject
EXPERIENCE:	2 years experience in teaching or industry work in relevant strand/subject	
TRAINING:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
ELIGIBILITY:	RA 1080, as amended (Teacher - Secondary) for permanent appointments	None required for provisional ¹ and contractual appointments ¹ <i>must pass the LET within 5 years after the date of first hiring</i>
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY: Delivering instruction and managing learning within a specific academic track, aligning with the Strengthened Senior High School Program, by preparing lessons, assessing student progress, managing the classroom, and adapting teaching methods to diverse learning styles. Teachers are expected to foster student growth in career paths and higher education, adhere to professional standards, and ensure a quality, responsive learning environment aligned with DepEd policies.		

POSITION PROFILE: Teacher III (Secondary)		
SALARY GRADE: 13	MONTHLY SALARY: 34,421.00	NO. OF VACANCIES: 3
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none">Faustino G. Glua National High SchoolMagallanes National Vocational High SchoolGubat National High School	
ITEM NUMBER/S:	<ul style="list-style-type: none">OSEC-DECSB-TCH3-390194-2017 (FG Glua NHS)OSEC-DECSB-TCH3-394505-1998 (Magallanes NVHS)OSEC-DECSB-TCH3-398132-1998 (Gubat NHS)	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	
EXPERIENCE:	2 years teaching experience	
TRAINING:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
ELIGIBILITY:	RA 1080, as amended (Teacher - Secondary)	
PREFERRED QUALIFICATIONS: N/A		



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POSITION PROFILE: **Teacher III (Secondary)**

JOB SUMMARY: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

POSITION PROFILE: **Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)**

SALARY GRADE: 12	MONTHLY SALARY: 32,245.00	NO. OF VACANCIES: 9
PLACE OF ASSIGNMENT:	Senior High School (Anywhere within the Division)	
ITEM NUMBER/S:	<ul style="list-style-type: none">• OSEC-DECSB-TCH2-390598-2022• OSEC-DECSB-TCH2-390640-2016• OSEC-DECSB-TCH2-390252-2019• OSEC-DECSB-TCH2-390607-2016• OSEC-DECSB-TCH2-390092-2020• OSEC-DECSB-TCH2-390542-2016• OSEC-DECSB-TCH2-390509-2016• OSEC-DECSB-TCH2-390632-2016• OSEC-DECSB-TCH2-390399-2023	

CSC QUALIFICATION STANDARDS:

EDUCATION:	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject
EXPERIENCE:	1 year experience in teaching or industry work in relevant strand/subject	
TRAINING:	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
ELIGIBILITY:	RA 1080, as amended (Teacher - Secondary) for permanent appointments	None required for provisional ¹ and contractual appointments ¹ <i>must pass the LET within 5 years after the date of first hiring</i>

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY: Delivering instruction and managing learning within a specific academic track, aligning with the Strengthened Senior High School Program, by preparing lessons, assessing student progress, managing the classroom, and adapting teaching methods to diverse learning styles. Teachers are expected to foster student growth in career paths and higher education, adhere to professional standards, and ensure a quality, responsive learning environment aligned with DepEd policies.



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POSITION PROFILE: Teacher II (Secondary)		
SALARY GRADE: 12	MONTHLY SALARY: 32,245.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none">Barcelona National Comprehensive High SchoolGallanosa National High School	
ITEM NUMBER/S:	<ul style="list-style-type: none">OSEC-DECSB-TCH2-390182-2008 (Barcelona NCHS)OSEC-DECSB-TCH2-390198-2003 (Gallanosa NHS)	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	
EXPERIENCE:	1 year teaching experience	
TRAINING:	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
ELIGIBILITY:	RA 1080, as amended (Teacher - Secondary)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.		

POSITION PROFILE: Administrative Officer II (for procurement)		
SALARY GRADE: 11	MONTHLY SALARY: 30,024.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	DepEd Sorsogon Province - Schools Division Office	
ITEM NUMBER/S:	OSEC-DECSB-ADOF2-391200-2025	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree relevant to the job	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility	
PREFERRED QUALIFICATIONS: Should have at least completed the basic course of the DepEd Procurement Professionalism Program		
JOB SUMMARY: This person is responsible for providing assistance in the planned activities of the Procurement Unit related to coordinating, monitoring, and assisting in the preparation of bidding documents, Requests for Quotations (RPQs). Request for Information (RFIs), and other tender documents; preparation of Contracts, MOA and Pos and other agreement documents at the division level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.		
Procurement Planning		
<ul style="list-style-type: none">Assists the Administrative Officer IV in the conduct of quarterly end-user interface.Consolidates Project Procurement Management Plan (PPMP) and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP.Assists in planning, prioritizing, and coordinating tasks with the BAC Secretariat upon receipt of approved procurement requests from the end-user.		



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POSITION PROFILE: Administrative Officer II (for procurement)

Procurement Process Management

- Organizes procurement documents for presentation and arranges the BAC meetings of conferences and public biddings.
- Prepares procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents.
- Posts and/or advertises requests for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed, annual procurement plans.
- Records minutes of Bids and Awards Committee meetings.
- Submits procurement documents for further review for presentation during the BAC meeting.
- Develops a supplier, contractor and consultant, and observer database for the central and regional offices.
- Updates database regularly.

Procurement Contract Management

- Assists the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating, or mitigating financial, legal, and procurement risks.
- Assists in the administration of planned activities relative to monitoring compliance with specified terms and conditions of the procurement contracts.
- Assists in coordination with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office.
- Provides administrative support in the implementation and administration of procurement contract.
- Assists in coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts.
- Provides administrative support in monitoring compliance with specified terms and conditions of the procurement contracts.

Procurement Monitoring and Evaluation

- Gathers data relative to procurement activities for the preparation of reports to the oversight agencies, such as, but not limited to, the PMR and APCPI.
- Gathers data and assists in the preparation of the monthly, quarterly, and annual accomplishment and other reports of the BAC and its Secretariat and report the same to concerned offices.
- Encodes latest prices gathered through market survey, and updates prices on a regular basis.

Administrative and Records Management

- Provides administrative support to the RO Inspectorate Team by checking and providing them with copies of the references for inspection and ensuring proper documentation and submission of necessary reports to the CO.
- Provides administrative support in the initiation of sanctions against erring suppliers, contractors, and consultants.
- Coordinates and facilitates actual conduct of meetings with end-users.

Secondary Duties

- Performs other functions as may be assigned by the Head of Office.



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POSITION PROFILE: Project Development Officer I		
SALARY GRADE: 11	MONTHLY SALARY: 30,024.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Anywhere within the Division	
ITEM NUMBER/S:	OSEC-DECSB-PDO1-390009-2023	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree relevant to the job	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY: Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the school or mandated by the DepEd Central Office at the School Level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.		
Program Management and Implementation		
<ul style="list-style-type: none">Facilitates the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head.Prepares and submits a plan to execute the programs, projects, and activities at the school level anchored on the DepEd policies and guidelines.Consolidates the programs, projects, and activities to be conducted on a school-based calendar.Coordinates with concerned school personnel for the required support, resources, and documentary requirements.Facilitates and monitors the conduct of programs, projects, and activities in the school and regularly report to the School Head about the status of implementation.Collects, consolidates, and provides basic analysis of data related to the implementation of the programs, projects, and activities.Prepares and submits relevant reports.Provides support to the School Planning Team in the preparation and implementation of school plans.		
Program Coordination and Partnerships		
<ul style="list-style-type: none">Coordinates with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities.Assists in mobilizing the support of the school community and other stakeholders in implementing the programs.Prepares communications and correspondence to the concerned school stakeholders.		
Advocacy		
<ul style="list-style-type: none">Disseminates advocacy resource materials to increase awareness and understanding.		
Secondary Duties		
<ul style="list-style-type: none">Performs other functions as may be assigned by the Supervisor.		



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POSITION PROFILE: Legal Assistant I		
SALARY GRADE: 10	MONTHLY SALARY: 25,586.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	DepEd Sorsogon Province - Schools Division Office	
ITEM NUMBER/S:	OSEC-DECSB-LEA1-390002-2025	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelors Degree	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility	
PREFERRED QUALIFICATIONS:		
EDUCATION:	Preferably with at least 18 units of LLB	
	Excellent written and verbal communication skills	
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	
JOB SUMMARY:		
Impartial, evidence-based, and speedy investigation		
<ul style="list-style-type: none">• Prepares the order to submit counter-affidavit/answer and notice of hearing• Conducts research of applicable laws, rules and regulations, jurisprudence• Creates and maintains case files (expediente) of pertinent documents for current and pending administrative cases for ease in historical reference• Creates and maintains database on status of cases		
Provide effective and efficient in-house general legal service		
<ul style="list-style-type: none">• Prepares simple/basic correspondence and communications		
Safeguarding the Department's rights and interests on school sites		
<ul style="list-style-type: none">• Creates and maintains database of school sites• Consolidates the Complete Staff Work (CSW) of every school site within the SDO		
Timely submission of report on matters which are required by the Law		
<ul style="list-style-type: none">• Logs, follows-up, and consolidates reports on School Compliance to Child Protection / Anti-Bullying Policy• Creates and maintains database of cases involving Child Abuse and Bullying		
Clerical Support		
<ul style="list-style-type: none">• Schedules/Calendars Legal Unit's activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up, and confirming attendance to meetings for efficient coordination and utilization of personnel time		
Records Management		
<ul style="list-style-type: none">• Receives, records, and routes documents addressed to the Legal Unit by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.• Maintains a filing system that makes records and documents retrievable and accessible while adhering to the Data Privacy Act.• Documents proceedings and agreements of meetings as assigned and distribute copies of the minutes to concerned parties as well as files copies of future references.• Notes down daily "whereabouts" of Legal Unit Staff to cater the needs and queries of clients.		



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POSITION PROFILE: Legal Assistant I

Administrative Support

- Prepares/Encodes into electronic format all important documents.
- Prepares presentation materials.
- Provides assistant and administrative support for training and conferences.
- Coordinates preparation of documents needed in the operations of the Legal Unit.
- Ensures security of office equipment and availability of office supplies.

Secretariat/Frontline

- Prepares clearance and certifications upon request.

POSITION PROFILE: Administrative Officer I (Cashier I)

SALARY GRADE: 10 **MONTHLY SALARY:** 25,586.00 **NO. OF VACANCIES:** 2

PLACE OF ASSIGNMENT:	<ul style="list-style-type: none">• Pilar National Comprehensive High School• Donsol National Comprehensive High School
ITEM NUMBER/S:	<ul style="list-style-type: none">• OSEC-DECSB-ADOF1-390002-2005 (Pilar NCHS)• OSEC-DECSB-ADOF1-390074-2004 (Donsol NCHS)

CSC QUALIFICATION STANDARDS:

EDUCATION:	Bachelor's degree relevant to the job
EXPERIENCE:	None Required
TRAINING:	None Required
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY: To manage cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations,

The position is responsible for the accurate recording and timely reporting of check transactions and for the release of checks in accordance with DepEd policies and government rules and regulations. The position is, likewise, responsible for the disbursement of allocated expenses for assigned Training Programs, Workshops and other activities of the Department of Education, as assigned.

POSITION PROFILE: Senior Bookkeeper

SALARY GRADE: 9 **MONTHLY SALARY:** 23,226.00 **NO. OF VACANCIES:** 1

PLACE OF ASSIGNMENT:	Anywhere within the Division
ITEM NUMBER/S:	OSEC-DECSB-SRBK-390073-2014

CSC QUALIFICATION STANDARDS:

EDUCATION:	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>
EXPERIENCE:	1 year relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility

PREFERRED QUALIFICATIONS: N/A



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Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

POSITION PROFILE: Senior Bookkeeper

JOB SUMMARY: To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

- Ascertains that transaction have been properly recorded in books.
- Verify financial statements made by subordinates, verify the journal voucher.
- Prepare adjusting entries and journal vouchers.
- Prepares trial balances, monthly statements of income and expenditure and other financial statements.
- Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
- Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
- Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.
- Provides input for improvement of accounting section.
- Reviews, revises, and gives feedback on the work of accounting and bookkeeping staff.

POSITION PROFILE: Administrative Assistant II (Clerk IV)

SALARY GRADE: 8	MONTHLY SALARY: 21,448.00	NO. OF VACANCIES: 2
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none">• Bulacao National High School• Castilla National High School	
ITEM NUMBER/S:	<ul style="list-style-type: none">• OSEC-DECSB-ADAS2-390164-2017 (Bulacao NHS)• OSEC-DECSB-ADAS2-390202-2018 (Castilla NHS)	

CSC QUALIFICATION STANDARDS:

EDUCATION:	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>
EXPERIENCE:	1 year relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY: To provide administrative support to the School Principal and other school personnel.

- Provides administrative and clerical support to his/her supervisor.
- May be designated to assist either the Principal/School Head or any of the Assistant Principals.
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary.
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.



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SCHOOLS DIVISION OF SORSOGON

POSITION PROFILE: Disbursing Officer II and Administrative Assistant II (Disbursing Officer II)		
SALARY GRADE: 8	MONTHLY SALARY: 21,448.00	NO. OF VACANCIES: 5
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none">• San Isidro National High School• Calao National High School• Rizal National High School• Bulacao National High School• Casiguran Technical Vocational School	
ITEM NUMBER/S:	<ul style="list-style-type: none">• OSEC-DECSB-DO2-390679-2011 (San Isidro NHS)• OSEC-DECSB-ADAS2-390185-2017 (Calao NHS)• OSEC-DECSB-ADAS2-390171-2017 (Rizal NHS)• OSEC-DECSB-ADAS2-390164-2017 (Bulacao NHS)• OSEC-DECSB-ADAS2-390199-2018 (Casiguran TVS)	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	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>	
EXPERIENCE:	1 year relevant experience	
TRAINING:	4 hours of relevant training	
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY: To support accounting operations by filing documents; reconciling statements; running software programs. <ul style="list-style-type: none">• Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.• Maintains accounting databases by entering data into the computer and processing backups.• Reconciles bank statements by comparing statements with general ledger.• Verifies financial reports by running performance analysis software program.• Determines value of depreciable assets by running depreciation software program.		

POSITION PROFILE: Administrative Aide IV (Clerk II)		
SALARY GRADE: 4	MONTHLY SALARY: 16,833.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Prieto Diaz National High School	
ITEM NUMBER/S:	OSEC-DECSB-ADA4-390261-2004	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	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>	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">• To provide administrative support to the School Principal and other school personnel.• Performs general administrative and clerical tasks		



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POSITION PROFILE: Administrative Aide III (Clerk I)		
SALARY GRADE: 3	MONTHLY SALARY: 15,852.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Donsol National Comprehensive High School	
ITEM NUMBER/S:	OSEC-DECSB-ADA3-390141-2004	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	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>	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">To provide administrative support to the School Principal and other school personnel.Performs general administrative and clerical tasks		

POSITION PROFILE: Administrative Aide I (Utility Worker I)		
SALARY GRADE: 1	MONTHLY SALARY: 14,061.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Buhang National High School	
ITEM NUMBER/S:	OSEC-DECSB-ADA1-390855-2004	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Must be able to read and write	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	None Required	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none">• To provide administrative support to the School Principal and other school personnel.• Performs general administrative / clerical / janitorial tasks.		

CHECKLIST OF REQUIREMENTS**Annex B**

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

Application Code: _____

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**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", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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 20, s. 2024

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 (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 (MOV) for the assessment of identified PPST NCOIs			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

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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 in as to be usable for subsequent reference.



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



POSITION APPLIED FOR: _____
APPLICATION CODE: _____

PERSONAL EVALUATION SHEET

Last Name	First Name	M.I.
PERMANENT ADDRESS: _____		

GENDER: ☐ Male ☐ Female

CIVIL STATUS: ☐ Single
☐ Married
☐ Widowed
☐ Separated
☐ Others: _____

AGE: _____

CITIZENSHIP: _____

RELIGION: _____

Are you a member of any indigenous group?

☐ Yes ☐ No

If yes, please specify: _____

Are you a person with disability?

☐ Yes ☐ No

If yes, please specify: _____

QUALIFICATION STANDARDS

EDUCATIONAL BACKGROUND:

- ☐ Elementary Graduate
☐ High School Graduate
☐ Bachelor's Degree

Please specify: _____

- ☐ Master's Degree

Please specify: _____

- ☐ Doctorate Degree

Please specify: _____

TOTAL TRAINING HOURS: _____

EMPLOYMENT HISTORY:

COMPANY/AGENCY	POSITION	DURATION

ELIGIBILITY: ☐ CSC Sub-Professional/First Level Eligibility/Barangay Official Eligibility
☐ CSC Professional/Second Level Eligibility/Honor Graduate Eligibility
☐ RA 1080, please specify: _____

CONFIRMATION SLIP

POSITION APPLIED FOR: _____

QUALIFICATION: ☐ QUALIFIED, with recommendation for Comparative Assessment
☐ QUALIFIED, with recommendation for further assessment by Sub-committee
☐ DISQUALIFIED, on the grounds of: _____

APPLICATION CODE:	PRE-ASSESSED BY:
	Signature over Printed Name