



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

September 5, 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 237, s. 2025**  
**Re: 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. In connection with the Division Memorandum No. 237, s. 2025, this Office announces that there is an additional vacancy for Master Teacher I (Senior High School Master Teacher I - Academic Track and Core Subjects) position open for assessment:

Position Title	Number of Items	Place of Assignment
Master Teacher I (Senior High School Master Teacher I - Academic Track and Core Subjects)	1	Senior High School – Barcelona National Comprehensive High School

2. The reference for the conduct of the comparative assessment is **DepEd Order No. 20, s. 2024**.
1. 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.
2. 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.
3. Attached as **Annex C** is the Personal Evaluation Sheet to be filled-out by the applicant.



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3. 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.
4. Interested applicants are advised to **submit their Requirements to the Department of Education – SDO Personnel Section.**
5. 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. ***Previous applicants are encouraged to apply or submit documents for updating purposes.***
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](http://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.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**ANNEX A**

**NOTICE OF VACANCY**

POSITION PROFILE: Master Teacher I (Senior High School Master Teacher I - Academic Track and Core Subjects)		
SALARY GRADE: 18	MONTHLY SALARY: 51,304.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Senior High School - Barcelona National Comprehensive High School	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR1-390019-2017	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Master's degree in relevant strand/subject plus 18 professional units in Education	Master's degree in relevant strand/subject
EXPERIENCE:	5 years experience in teaching or industry work in relevant strand/subject	
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) for permanent appointments	None required for provisional <sup>1</sup> and contractual appointments <sup>1</sup> must pass the LET within 5 years after the date of first hiring
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none"><li>Teaching load, curriculum enrichment, coaching/mentoring; Research and Community Linkages; Assists the School Head in Program Implementation; and Other related tasks.</li><li>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.</li></ul>		

## CHECKLIST OF REQUIREMENTS

Annex B

DO 20, J. 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 (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.





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POSITION APPLIED FOR: \_\_\_\_\_  
APPLICATION CODE: \_\_\_\_\_

PERSONAL EVALUATION SHEET

Last Name	First Name	M.I.
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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