



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

November 4, 2025

DIVISION MEMORANDUM

No. 320, s. 2025

ANNOUNCEMENT OF VACANCIES FOR
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
Accountant I	1	Donsol National Comprehensive High School
	1	Pilar National Comprehensive High School
Administrative Aide III (Clerk I)	1	Bulacao National High School
	1	Rizal National High School
Administrative Assistant II (Clerk IV)	1	Senior High School / Anywhere within the Division
	1	Buhang National High School



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POSITION TITLE	NUMBER OF VACANCY / IES	PLACE OF ASSIGNMENT
Administrative Assistant II (Disbursing Officer II)	2	Anywhere within the Division (Office of the SDS PSIPOP)
Administrative Assistant III (Secretary I)	1	San Juan National High School
Administrative Assistant III (Senior Bookkeeper)	2	Anywhere within the Division
	1	Bulacao National High School
Senior Bookkeeper	3	Anywhere within the Division
Master Teacher I (Secondary)	1	Abucay National High School
Master Teacher II (SHS – Academic Track)	1	Senior High School / Anywhere within the Division
School Principal I	1	Bagacay National High School
	1	San Juan National High School
	1	Bentuco National High School
School Principal II	1	Juban National High School
Special Education Teacher II	1	Gallanosa National High School
Teacher II (Secondary)	1	Bulan National High School
	1	Rizal National High School
	1	Donsol National Comprehensive High School
Teacher III (Secondary)	1	Bayasong National High School
	1	Bulusan National High School
	1	San Juan Bag-o High School
	1	Sablayan High School (Elem PSIPOP)
	2	Donsol National Comprehensive High School
Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	8	Senior High School / Anywhere within the Division
Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	1	Senior High School / Anywhere within the Division



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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, 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
Accountant I	Donsol National CHS Pilar National CHS	DepEd SDO Personnel Section
Administrative Aide III (Clerk I)	Bulacao National High School	
	Rizal National High School	
Admin. Assistant II (Clerk IV and Disbursing Officer II)	Senior HS, Buhang NHS, and Anywhere within the Division	
Admin. Assistant III (Sec. I)	San Juan National High School	
Administrative Assistant III (SRBK) / Senior Bookkeeper	Anywhere within the Division	
Master Teacher I (Secondary)	Abucay National High School	
Master Teacher II (SHS – Academic Track)	SHS / Anywhere within the Division	
School Principal I	Bagacay National High School	
	San Juan National High School	
	Bentuco National High School	
School Principal II	Juban National High School	
Special Education Teacher II	Gallanosa National High School	
Teacher II and Teacher III (SHS Academic Track)	SHS / Anywhere within the Division	
Teacher II (Secondary)	Bulan National High School	Bulan National High School
	Rizal National High School	Rizal National High School
	Donsol National CHS	Donsol National CHS
Teacher III (Secondary)	Bayasong National High School	Bayasong National High School



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POSITION TITLE	PLACE OF ASSIGNMENT	VENUE FOR THE SUBMISSION OF REQUIREMENTS
	Bulusan National High School	Bulusan National High School
	San Juan Bag-o High School	San Juan Bag-o High School
	Sablayan High School (Elem PSIPOP)	Sablayan High School (Elem PSIPOP)

- 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 **Friday, November 14, 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 (www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.
- 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.
- 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: Accountant I		
SALARY GRADE: 12	MONTHLY SALARY: 32,245.00	NO. OF VACANCIES: 2
PLACE OF ASSIGNMENT:	• Donsol National Comprehensive High School • Pilar National Comprehensive High School	
ITEM NUMBER/S:	• OSEC-DECSB-A1-390047-1998 (Donsol NCHS) • OSEC-DECSB-A1-390001-2005 (Pilar NCHS)	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelors degree in Commerce/ Business Administration major in Accounting	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	RA 1080 (Certified Public Accountant)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
• To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations • To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school heads and implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports.		

POSITION PROFILE: Administrative Aide III (Clerk I)		
SALARY GRADE: 3	MONTHLY SALARY: 15,852.00	NO. OF VACANCIES: 2
PLACE OF ASSIGNMENT:	• Bulacao National High School, Gubat • Rizal National High School, Gubat	
ITEM NUMBER/S:	• OSEC-DECSB-ADA3-390139-2004 (Bulacao NHS) • OSEC-DECSB-ADA3-390144-2004 (Rizal 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)* *In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015	
EXPERIENCE:	None Required	
TRAINING:	None Required	
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. • Performs general administrative and clerical tasks.		



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POSITION PROFILE: Administrative Assistant II (Disbursing Officer II)		
SALARY GRADE: 8	MONTHLY SALARY: 21,448.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Anywhere within the Division	
ITEM NUMBER/S:	OSEC-DECSB-ADAS2-390169-2017 OSEC-DECSB-ADAS2-390186-2017	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* *In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015	
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:		
• 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 Assistant II (Clerk IV)		
SALARY GRADE: 8	MONTHLY SALARY: 21,448.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Anywhere within the Division	
ITEM NUMBER/S:	OSEC-DECSB-ADAS2-390717-2016 OSEC-DECSB-ADAS2-390192-2018 (Buhang 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)* *In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015	
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:		
• 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.		



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POSITION PROFILE: Administrative Assistant III (Secretary I)		
SALARY GRADE: 9	MONTHLY SALARY: 23,226.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	San Juan National High School, Casiguran	
ITEM NUMBER/S:	OSEC-DECSB-ADAS3-390154-2018	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* *In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015	
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:		
Performs administrative, clerical, and secretarial duties to support an office or school head, such as managing schedules, handling documents, assisting visitors, maintaining files, and preparing reports and meeting minutes.		

POSITION PROFILE: Administrative Assistant III (Senior Bookkeeper) / Senior Bookkeeper		
SALARY GRADE: 9	MONTHLY SALARY: 23,226.00	NO. OF VACANCIES: 5
PLACE OF ASSIGNMENT:	Anywhere within the Division	
ITEM NUMBER/S:	• OSEC-DECSB-ADAS3-390148-2018 • OSEC-DECSB-ADAS3-390144-2018 • OSEC-DECSB-SRBK-390061-2014 • OSEC-DECSB-SRBK-390074-2014 • OSEC-DECSB-SRBK-390072-2014 • OSEC-DECSB-ADAS3-390162-2017 (Bulacao 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)* *In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015	
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 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.		

POSITION PROFILE: Master Teacher I (Secondary)		
SALARY GRADE: 18	MONTHLY SALARY: 51,304.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Abucay National High School	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR1-390151-2022	



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POSITION PROFILE: Master Teacher I (Secondary)	
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:	
- 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. - Teaching load, curriculum enrichment, coaching/mentoring; Research and Community Linkages; Assists the School Head in Program Implementation; and Other related tasks.	

POSITION PROFILE: School Principal I		
SALARY GRADE: 19	MONTHLY SALARY: 56,390.00	NO. OF VACANCIES: 3
PLACE OF ASSIGNMENT:	• Bagacay National High School, Gubat • San Juan National High School, Casiguran • Bentuco National High School, Gubat	
ITEM NUMBER/S:	• OSEC-DECSB-SP1-391445-2010 (Bagacay NHS) • OSEC-DECSB-SP1-391422-2010 (San Juan NHS) • OSEC-DECSB-SP1-390111-2014 (Bentuco NHS)	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	
EXPERIENCE:	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	
TRAINING:	32 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	
ELIGIBILITY:	RA 1080, as amended (Teacher)	
PREFERRED QUALIFICATIONS: National Assessment for School Heads (NASH) Passer as mentioned in DepEd Order No. 7, s. 2023		
JOB SUMMARY:		
• Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.		



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POSITION PROFILE: School Principal I

- Instructional Leadership; Learning Environment; Human Resource Management and Development; Parents' Involvement and Community Partnership; School Leadership, Management and Operations

POSITION PROFILE: School Principal II

SALARY GRADE: 20	MONTHLY SALARY: 62,967.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Juban National High School	
ITEM NUMBER/S:	OSEC-DECSB-SP2-390011-2022	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	
EXPERIENCE:	5 years teaching experience and 2 years experience in school management and operations	
TRAINING:	32 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	
ELIGIBILITY:	RA 1080, as amended (Teacher)	
PREFERRED QUALIFICATIONS: National Assessment for School Heads (NASH) Passer as mentioned in DepEd Order No. 7, s. 2023		
JOB SUMMARY:		
• Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes. • Instructional Leadership; Learning Environment; Human Resource Management and Development; Parents' Involvement and Community Partnership; School Leadership, Management and Operations		

POSITION PROFILE: Special Education Teacher II

SALARY GRADE: 15	MONTHLY SALARY: 40,208.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Gallanosa National High School	
ITEM NUMBER/S:	OSEC-DECSB-SPET2-390009-2020	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Bachelor's degree in Education with specialization in Special Education	
EXPERIENCE:	1 year experience as Special Education Teacher	
TRAINING:	4 hours of relevant training	
ELIGIBILITY:	RA 1080, as amended, (Teacher)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
• Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs		



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POSITION PROFILE: Teacher II (Secondary)		
SALARY GRADE: 12	MONTHLY SALARY: 32,245.00	NO. OF VACANCIES: 2
PLACE OF ASSIGNMENT:	• Bulan National High School • Rizal National High School, Gubat	
ITEM NUMBER/S:	• OSEC-DECSB-TCH2-390214-2003 (Bulan NHS) • OSEC-DECSB-TCH2-390213-2003 (Rizal NHS) • OSEC-DECSB-TCH2-401426-1998 (Donsol NCHS)	
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: Teacher III (Secondary)		
SALARY GRADE: 13	MONTHLY SALARY: 34,421.00	NO. OF VACANCIES: 4
PLACE OF ASSIGNMENT:	• Bayasong National High School, Pilar • Bulusan National High School • San Juan Bag-o High School, Bulan • Sablayan High School, Juban • Donsol National Comprehensive HS	
ITEM NUMBER/S:	• OSEC-DECSB-TCH3-390439-2019 (Bayasong NHS) • OSEC-DECSB-TCH3-390122-2011 (Bulusan NHS) • OSEC-DECSB-TCH3-390181-2013 (San Juan Bag-o HS) • OSEC-DECSB-TCH3-390848-2021 (Sablayan HS) • OSEC-DECSB-TCH3-392253-2021 (Donsol NCHS) • OSEC-DECSB-TCH3-390955-2024 (Donsol NCHS)	
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		
JOB SUMMARY:		



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POSITION PROFILE: Teacher III (Secondary)

- 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: 8
PLACE OF ASSIGNMENT:	Senior High School / Anywhere within the Division	
ITEM NUMBER/S:	• OSEC-DECSB-TCH2-390260-2019 • OSEC-DECSB-TCH2-390225-2019 • OSEC-DECSB-TCH2-390550-2022 • OSEC-DECSB-TCH2-392133-2017 • OSEC-DECSB-TCH2-392144-2017 • OSEC-DECSB-TCH2-390232-2019 • OSEC-DECSB-TCH2-390512-2016 • OSEC-DECSB-TCH2-390095-2020	

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 must pass the LET within 5 years after the date of first hiring

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY:

- The general functions of a DepEd Senior High School (SHS) teacher include planning and delivering lessons, assessing student progress, and managing learning environments according to the K-12 curriculum. Their duties include planning and delivering lessons that meet curriculum requirements, assessing student progress through various tools, and maintaining student records. Key responsibilities also involve fostering a supportive learning environment, collaborating with parents and stakeholders, and engaging in professional development to enhance teaching practices. They are also expected to supervise student projects and activities and manage administrative tasks like attendance and record-keeping.



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

SALARY GRADE: 19	MONTHLY SALARY: 56,390.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Senior High School / Anywhere within the Division	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR2-390037-2017	
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 in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers	
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 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:

- A Senior High School Master Teacher II's duties include providing technical assistance to teachers, leading curriculum and program improvements, and conducting regular class monitoring and post-conferences. They also mentor colleagues, serve as a demonstration teacher, initiate action research, and may take charge of remedial programs. Additionally, they continue to have a regular teaching load.
- Provides technical assistance to other teachers to improve their competencies.
- Initiates improvements in instructional programs.
- Leads the preparation of instructional materials.
- Introduces innovative teaching strategies.
- Designs and validates training programs for teachers.
- Serves as a demonstration teacher, facilitator, or resource person at the school, district, and division levels.

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: 8
PLACE OF ASSIGNMENT:		Senior High School / Anywhere within the Division	
ITEM NUMBER/S:		• OSEC-DECSB-TCH3-390918-2016	
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	



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

	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 must pass the LET within 5 years after the date of first hiring

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY:

- The general functions of a DepEd Senior High School (SHS) teacher include planning and delivering lessons, assessing student progress, and managing learning environments according to the K-12 curriculum. Their duties include planning and delivering lessons that meet curriculum requirements, assessing student progress through various tools, and maintaining student records. Key responsibilities also involve fostering a supportive learning environment, collaborating with parents and stakeholders, and engaging in professional development to enhance teaching practices. They are also expected to supervise student projects and activities and manage administrative tasks like attendance and record-keeping.

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 in as to be usable for subsequent reference.

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**

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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", [e]lectronic 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.



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.
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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