



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

March 3, 2026

DIVISION MEMORANDUM

No. 107, s. 2026

**ANNOUNCEMENT OF VACANCY FOR THE EDUCATION PROGRAM SUPERVISOR,
SCHOOL PRINCIPAL III, MASTER TEACHER II (SECONDARY), SPECIAL
EDUCATION TEACHER II, TEACHERS II AND TEACHER III FOR SENIOR HIGH
SCHOOL, AND VARIOUS 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
Education Program Supervisor	1	DepEd SDO Sorsogon – Curriculum Implementation Division
School Principal III	1	Macalaya National High School
Master Teacher II (Secondary)	1	Sta. Magdalena National HS
Special Education Teacher II	1	Gallanosa National High School
Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	-	Senior High School / Anywhere within the Division
Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	-	Senior High School / Anywhere within the Division
Accountant I	2	Donsol National Comprehensive HS Pilar National Comprehensive High School
Project Development Officer I	1	Senior High School / Anywhere within the Division
Security Guard I	1	Gubat National High School



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

- The reference for the comparative assessment for Non-Teaching positions is **DepEd Order No. 07, s. 2023**, and **DepEd Order No. 20, s. 2024** for Higher Teaching Positions.
- 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.
- 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.
- All interested applicants are requested to submit the application requirements to the following venues:

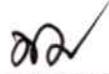
POSITION TITLE	VENUE FOR THE SUBMISSION OF REQUIREMENTS
Education Program Supervisor	DepEd SDO Sorsogon – Personnel Section
School Principal III	
Master Teacher II (Secondary)	
Special Education Teacher II	
Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	
Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	
Accountant I	
Project Development Officer I	
Security Guard I	

- 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.
- The deadline for submission is **Monday, March 16, 2026, 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.



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

8. This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations, and disability.
9. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
10. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province Official Website (www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.
11. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
12. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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

ANNEX A

NOTICE OF VACANCIES

POSITION PROFILE: Education Program Supervisor		
SALARY GRADE: 22	MONTHLY SALARY: 81,796.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	DepEd SDO Sorsogon – Curriculum Implementation Division	
ITEM NUMBER/S:	OSEC-DECSB-EPSVR-390194-2010	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Master’s Degree in Education or other relevant Master’s Degree with specific area of specialization	
EXPERIENCE:	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	
TRAINING:	8 hours of relevant training	
ELIGIBILITY:	RA 1080 (Teacher)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none"> To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality. To provide technical assistance to the schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator. 		
KEY RESULT AREAS:		
<ul style="list-style-type: none"> Management of Curriculum and Implementation Curriculum Development, Enrichment, and Localization Learning Delivery Learning Resource Learning Outcomes and Assessment Special Curricular Programs and Support Activities Research Technical Assistance 		

POSITION PROFILE: School Principal III		
SALARY GRADE: 21	MONTHLY SALARY: 73,303.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Macalaya National High School	
ITEM NUMBER/S:	OSEC-DECSB-SP3-390009-2022	



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



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

POSITION PROFILE: School Principal III	
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 15 units in Management
EXPERIENCE:	5 years teaching experience and 3 years experience in school management and operations
TRAINING:	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
ELIGIBILITY:	RA 1080, as amended (Teacher)
PREFERRED QUALIFICATIONS: N/A	
JOB SUMMARY:	
<ul style="list-style-type: none"> 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. 	

POSITION PROFILE: Master Teacher II (Secondary)		
SALARY GRADE: 19	MONTHLY SALARY: 59,153.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Sta. Magdalena National High School	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR2-390090-2022	
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 and 1 year relevant 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)	
PREFERRED QUALIFICATIONS: N/A		



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



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

POSITION PROFILE: Master Teacher II (Secondary)

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.

POSITION PROFILE: Special Education Teacher II

SALARY GRADE: 15	MONTHLY SALARY: 42,178.00	NO. OF VACANCIES: 1
-------------------------	-------------------------------------	----------------------------

PLACE OF ASSIGNMENT: Gallanosa National High School

ITEM NUMBER/S: OSEC-DECSB-SPET2-390009-2020

CSC QUALIFICATION STANDARDS:

EDUCATION:	Bachelors 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 (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.

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

SALARY GRADE: 13	MONTHLY SALARY: 36,125.00	NO. OF VACANCIES: -
-------------------------	-------------------------------------	----------------------------

PLACE OF ASSIGNMENT: Senior High School / Anywhere within the Division

ITEM NUMBER/S: -

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
-------------------	--



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

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 Teacher III (SHS Academic Track – Core Subjects) is a senior-level teaching position responsible for delivering high-quality instruction in core academic subjects within the Senior High School (SHS) curriculum. The role requires advanced subject mastery, curriculum implementation expertise, strong classroom management skills, and active participation in school improvement initiatives.
- Core subjects may include:
 - Oral Communication
 - Reading and Writing
 - Komunikasyon at Pananaliksik
 - General Mathematics
 - Statistics and Probability
 - Earth and Life Science
 - Physical Science
 - 21st Century Literature
 - Contemporary Philippine Arts from the Regions
 - Media and Information Literacy
 - Personal Development
 - Understanding Culture, Society and Politics

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

SALARY GRADE: 12	MONTHLY SALARY: 33,947.00	NO. OF VACANCIES: -
-------------------------	-------------------------------------	----------------------------



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



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

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

PLACE OF ASSIGNMENT:	Senior High School / Anywhere within the Division
ITEM NUMBER/S:	-

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 Teacher III (SHS Academic Track – Core Subjects) is a senior-level teaching position responsible for delivering high-quality instruction in core academic subjects within the Senior High School (SHS) curriculum. The role requires advanced subject mastery, curriculum implementation expertise, strong classroom management skills, and active participation in school improvement initiatives.
- Core subjects may include:
 - Oral Communication
 - Reading and Writing
 - Komunikasyon at Pananaliksik
 - General Mathematics
 - Statistics and Probability
 - Earth and Life Science
 - Physical Science
 - 21st Century Literature
 - Contemporary Philippine Arts from the Regions
 - Media and Information Literacy



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



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

POSITION PROFILE: Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	
<ul style="list-style-type: none"> • Personal Development • Understanding Culture, Society and Politics 	

POSITION PROFILE: Accountant I	
SALARY GRADE: 12	MONTHLY SALARY: 33,947.00
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-A1-390001-2005 (Pilar NCHS) • OSEC-DECSB-A1-390047-1998 (Donsol NCHS)
CSC QUALIFICATION STANDARDS:	
EDUCATION:	Bachelor's 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:	
<ul style="list-style-type: none"> • 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. • Ensures that financial report will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, 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: Project Development Officer I	
SALARY GRADE: 11	MONTHLY SALARY: 31,705.00
NO. OF VACANCIES: 1	
PLACE OF ASSIGNMENT:	Senior High School / Anywhere within the Division
ITEM NUMBER/S:	OSEC-DECSB-PDO1-390222-2016
CSC QUALIFICATION STANDARDS:	
EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	None Required
TRAINING:	None Required



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



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

POSITION PROFILE: Project Development Officer I	
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility
PREFERRED QUALIFICATIONS: N/A	
JOB SUMMARY:	
<ul style="list-style-type: none"> 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. 	

POSITION PROFILE: Security Guard I		
SALARY GRADE: 3	MONTHLY SALARY: 16,486.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Gubat National High School	
ITEM NUMBER/S:	OSEC-DECSB-SECG1-390284-1998	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	High School Graduate (prior to 2016); OR Completion of Grade 10 / Junior High School (starting 2016)	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Security Guard License (MC 11, s. - Cat. II)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none"> The primary duty is to ensure the safety, security, peace, and order of DepEd properties, personnel, students, and visitors. This role contributes to the overall safe operation of schools, divisional offices, regional offices, and other DepEd facilities. 		



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

CHECKLIST OF REQUIREMENTS

Annex B

DO 20, s. 2024

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

Application Code: _____

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

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", telecronic 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

DepEd Order No. 7, s. 2023

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

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