



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

April 22, 2026

DIVISION MEMORANDUM

No. **158**, 2026

**ANNOUNCEMENT OF VACANCY FOR THE SCHOOL PRINCIPAL III
AND SCHOOL PRINCIPAL II 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
School Principal III	1	Gubat National High School
School Principal II	1	Elementary

2. The reference for the comparative assessment for Non-Teaching positions is **Deped Order No. 07, s. 2023**.
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** is the list of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.
5. All interested applicants are required to secure their requirements in a folder with paper fastener. All required documents must be sectioned/categorized using dividers and paper tabbings.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
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6. All interested applicants are requested to submit the application requirements to the following venues:

POSITION TITLE	VENUE FOR THE SUBMISSION OF REQUIREMENTS
School Principal III	DepEd SDO Sorsogon – Personnel Section
School Principal II	

7. 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.
8. The deadline for submission is **Tuesday, May 5, 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.
9. 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.
10. 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.
11. 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.
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: School Principal III		
SALARY GRADE: 21	MONTHLY SALARY: 73,303.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Gubat National High School	
ITEM NUMBER/S:	OSEC-DECSB-SP3-390010-2023	
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 conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes 		
DUTIES AND RESPONSIBILITIES:		
<ul style="list-style-type: none"> Supervises and directs all school teaching and non-teaching personnel Manages instructional system Sets up goals and objectives Leads and implements educational programs Organizes and conducts INSETs Promotes and coordinates services for the holistic development of school personnel and pupils Directs, coordinates and manages school funds according to prioritized needs Assigns teachers where they are best fit to teach (grades, learning areas, special assignments, etc.) Requests and distributes instructional materials Initiates and compiles teachers' professional documents in portfolios Practices equitable distribution of teaching loads and observes teacher-learner ratio Inspects regularly Daily Lesson Logs (DLL) Monitors teachers' upkeep of students' records 		



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POSITION PROFILE: School Principal III

- Provides EPA compliant accommodation to learners amidst shortages
- Prepare/consolidates reports
- Rates all school personnel performance and recommends promotion
- Creates committee to assess learning outcomes
- Establishes linkages with stakeholders
- Ensures compliance with existing laws, policies and orders of fund-raising projects for the school
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
- Formulates intervention programs/innovations for learners' development
- Organizes special classes for learners with special needs
- Meets parents regularly to confer/inform about school accomplishments
- Determines the strengths, weaknesses, opportunities and threats of the school
- Designs programs with stakeholders to address school needs
- Recognizes accomplishments of stakeholder's
- Promotes welfare of stakeholders'
- Mediates and ensures resolution of conflicts in school
- Formulates school policies with stakeholders
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Promotes school discipline with stakeholders
- Leads the preparation of SIP/AIP and ensures participation of stakeholders

POSITION PROFILE: School Principal II

SALARY GRADE: 20	MONTHLY SALARY: 66,052.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Elementary	
ITEM NUMBER/S:	OSEC-DECSB-SP2-390332-2010	
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: N/A		
JOB SUMMARY:		



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POSITION PROFILE: School Principal II

- Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes

DUTIES AND RESPONSIBILITIES:

- Supervises and directs all school teaching and non-teaching personnel
- Manages instructional system
- Sets up goals and objectives
- Leads and implements educational programs
- Organizes and conducts INSETs
- Promotes and coordinates services for the holistic development of school personnel and pupils
- Directs, coordinates and manages school funds according to prioritized needs
- Assigns teachers where they are best fit to teach (grades, learning areas, special assignments, etc.)
- Requests and distributes instructional materials
- Initiates and compiles teachers' professional documents in portfolios
- Practices equitable distribution of teaching loads and observes teacher-learner ratio
- Inspects regularly Daily Lesson Logs (DLL)
- Monitors teachers' upkeep of students' records
- Provides EPA compliant accommodation to learners amidst shortages
- Prepare/consolidates reports
- Rates all school personnel performance and recommends promotion
- Creates committee to assess learning outcomes
- Establishes linkages with stakeholders
- Ensures compliance with existing laws, policies and orders of fund-raising projects for the school
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
- Formulates intervention programs/innovations for learners' development
- Organizes special classes for learners with special needs
- Meets parents regularly to confer/inform about school accomplishments
- Determines the strengths, weaknesses, opportunities and threats of the school
- Designs programs with stakeholders to address school needs
- Recognizes accomplishments of stakeholder's
- Promotes welfare of stakeholders'
- Mediates and ensures resolution of conflicts in school
- Formulates school policies with stakeholders
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Promotes school discipline with stakeholders
- Leads the preparation of SIP/AIP and ensures participation of stakeholders

CHECKLIST OF REQUIREMENTS

Annex B

DEPED FORM NO. 7

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 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 (f) 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.