



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

May 11, 2026

DIVISION MEMORANDUM

No. **176** s. 2026

ANNOUNCEMENT OF VACANCY FOR THE PUBLIC SCHOOLS DISTRICT SUPERVISOR, MASTER TEACHER II, AND MASTER TEACHER I 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
Public Schools District Supervisor	1	Curriculum Implementation Division
Master Teacher II (Secondary)	1	Gubat National High School
Master Teacher I (Secondary)	1	Gubat National High School

2. 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.
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.



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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
Public Schools District Supervisor	DepEd SDO Sorsogon – Personnel Section
Master Teacher II (Secondary)	
Master Teacher I (Secondary)	

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 **Monday, May 25, 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: Public Schools District Supervisor		
SALARY GRADE: 22	MONTHLY SALARY: 81,796.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Curriculum Implementation Division	
ITEM NUMBER/S:	OSEC-DECSB-PSDS-390297-1998	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Master's degree in Education or other relevant Master's degree	
EXPERIENCE:	Five (5) years cumulative experience in instructional supervision and school management	
TRAINING:	Sixteen (16) hours of relevant training	
ELIGIBILITY:	RA 1080 (Teacher)	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<p>To provide schools and learning centers in a district with relevant and timely service through</p> <ul style="list-style-type: none"> • the conduct of instructional supervision • provision of technical assistance in school management and curriculum implementation • establishing a conducive physical environment for learners and school workers • sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of • quality basic education 		
KEY RESULT AREAS:		
<ul style="list-style-type: none"> • INSTRUCTIONAL SUPERVISION • TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT • MONITORING AND EVALUATION • CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION • LEARNING OUTCOMES ASSESSMENT • RESEARCH • TECHNICAL ASSISTANCE 		

POSITION PROFILE: Master Teacher II (Secondary)		
SALARY GRADE: 19	MONTHLY SALARY: 59,153.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Gubat National High School	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR2-390044-2022	



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



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POSITION PROFILE: Master Teacher II (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 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	
JOB SUMMARY:	
<ul style="list-style-type: none"> 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: Master Teacher I (Secondary)		
SALARY GRADE: 18	MONTHLY SALARY: 53,818.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Gubat National High School	
ITEM NUMBER/S:	OSEC-DECSB-MTCHR1-393809-1998	
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)	



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POSITION PROFILE: Master Teacher I (Secondary)

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.

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 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 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.

CHECKLIST OF REQUIREMENTS

Annex B

DO 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 <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 (MOV)s for the assessment of identified PPST NCOIs			

Attested:

Human Resource Management Officer

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Name and Signature of Applicant

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