



Republic of the Philippines
Department of Education
Region V
Schools Division of Sorsogon

June 4, 2026

DIVISION MEMORANDUM

No. **192**, 2026

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE ASSESSMENT
FOR MASTER TEACHER II, SCHOOL PRINCIPAL I and II POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public School District Supervisors/OIC-PSDSs
School Administrators
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:

VACANT POSITION(S)	NO. OF VACANCY / IES	PLACE OF ASSIGNMENT
Master Teacher II (Elementary)	2	Elementary/ Anywhere within the Division
School Principal I	1	Elementary/ Anywhere within the Division
School Principal II	1	Elementary/ Anywhere within the Division

2. The reference for the conduct of the comparative assessment for **Master Teacher II** is **DepEd Order No. 20, s. 2024** and **DepEd Order No. 7, s. 2023** for **School Principal I and II**.
3. Attached as **Annex A** is the Notice of Vacancy, which includes the Position Title, Plantilla Item No., Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, and Place of Assignment. **Annex B** is the list of requirements to be submitted.
4. For Personal Data Sheet (**CS Form 212, Revised 2025**), the applicant must ensure all details and information are correct and updated. **ALL PAGES MUST BE SIGNED. THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH MUST BE ALL ORIGINAL.**
5. Requirements/documents must be intact with tabbing indicating the document submitted and arranged according to the sequence of the criteria.





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6. Checklist of Requirements and Omnibus Sworn Statement on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form must be signed by the applicant and must be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 414 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755. Unsigned and/or unsworn documents will be a ground for disqualification. Attached herewith is the blank template.
7. Prompt initial evaluation will be conducted upon submission of the documents at the Personnel Section to determine those who are qualified to proceed with the Comparative Assessment.
8. The deadline for submission of required documents is **June 15, 2026, at 3:00 P.M.** It is understood that no additional documents shall be accepted after the 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, or disability.
10. Persons with disability may request assistance from the Division HRMPSB before 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



CHECKLIST OF REQUIREMENTS
DepEd Order No. 7, s. 2013

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 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 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 deadline of submission, 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, such as but not limited to: 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 a) (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
DepEd Order No. 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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Officer/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the SDS			
b. Duty 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

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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 and is usable for subsequent reference.



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SCHOOLS DIVISION OF SORSOGON
Sorsogon



POSITION PROFILE	
POSITION:	Master Teacher II (Elementary)
SALARY GRADE:	19
SALARY:	P 59,153.00
PLACE OF ASSIGNMENT:	Elementary/Anywhere within the Division
ITEM NUMBER/S:	OSEC-DECSB-MTCHR2-390740-1998
	OSEC-DECSB-MTCHR2-391329-1998
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 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 - Elementary / Secondary)
PREFERRED QUALIFICATION:	
JOB SUMMARY:	Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation



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POSITION PROFILE	
POSITION:	School Principal I
SALARY GRADE:	19
SALARY:	P 59,153.00
PLACE OF ASSIGNMENT:	Elementary/Anywhere within the Division
ITEM NUMBER/S:	OSEC-DECSB-SP1-391364-2010
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 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 QUALIFICATION:	
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	
POSITION:	School Principal II
SALARY GRADE:	20
SALARY:	P 66,052.00
PLACE OF ASSIGNMENT:	Elementary/Anywhere within the Division
ITEM NUMBER/S:	
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 QUALIFICATION:	
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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