



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

June 10, 2026

**DIVISION MEMORANDUM**

No. **199** s. 2026

**ANNOUNCEMENT OF VACANCIES FOR THE ACCOUNTANT I AND  
SENIOR HIGH SCHOOL – HIGHER 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                                  |
|---|------------------------|--|
| Master Teacher II (Senior High School Master Teacher II - Academic Track and Core Subjects) | -                      | Senior High School<br>(Anywhere within the Division) |
| Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)             | -                      |  |
| Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)               | -                      |  |
| Accountant I  | 1                      | Donsol NCHS  |
|   | 1                      | Pilar NCHS   |

2. The reference for the comparative assessment is **DepEd Order No. 20, s. 2024** for Higher Teaching Positions and **DepEd Order No. 07, s. 2023** for Non-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. The 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 must be signed by the applicant and must be sworn before any public officer authorized to administer oath pursuant to Book



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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 document will be a ground for disqualification. Attached as **Annex B** is the blank template.

- For the 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.
- 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.
- All interested applicants are requested to submit the application requirements to the following venues:

| POSITION TITLE  | VENUE FOR THE SUBMISSION OF REQUIREMENTS  |
|---|---|
| Master Teacher II (Senior High School Master Teacher II - Academic Track and Core Subjects) | DepEd SDO Sorsogon<br>– Personnel Section |
| Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)             |   |
| Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)               |   |
| Accountant 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, June 22, 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.
- 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.



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11. 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.
12. 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](http://www.depedsorsogon.com.ph)), at the Office of the Personnel Section, and through social media platforms.
13. 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.
14. 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**

|   |  |                            |
|---|--|----------------------------|
| <b>POSITION PROFILE: Master Teacher II (Senior High School Master Teacher II - Academic Track and Core Subjects)</b>  |  |                            |
| <b>SALARY GRADE:</b> 19   | <b>MONTHLY SALARY:</b><br>59,153.00  | <b>NO. OF VACANCIES:</b> - |
| <b>PLACE OF ASSIGNMENT:</b>   | Senior High School (Anywhere within the Division)  |                            |
| <b>ITEM NUMBER/S:</b>   | -  |                            |
| <b>CSC QUALIFICATION STANDARDS:</b>   |  |                            |
| <b>EDUCATION:</b>   | Master's degree in relevant strand/subject plus 18 professional units in Education   |                            |
|   | Master's degree in relevant strand/subject   |                            |
| <b>EXPERIENCE:</b>  | 5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers  |                            |
| <b>TRAINING:</b>  | 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) |                            |
| <b>ELIGIBILITY:</b>   | RA 1080, as amended (Teacher - Secondary) for permanent appointments   |                            |
|   | None required for provisional <sup>1</sup> and contractual appointments  |                            |
|   | <sup>1</sup> must pass the LET within 5 years after the date of first hiring   |                            |
| <b>PREFERRED QUALIFICATIONS:</b> N/A  |  |                            |
| <b>JOB SUMMARY:</b>   |  |                            |
| <ul style="list-style-type: none"> <li>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.</li> </ul> |  |                            |

|  |   |                            |
|--|---|----------------------------|
| <b>POSITION PROFILE: Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)</b> |   |                            |
| <b>SALARY GRADE:</b> 13  | <b>MONTHLY SALARY:</b><br>36,125.00               | <b>NO. OF VACANCIES:</b> - |
| <b>PLACE OF ASSIGNMENT:</b>  | Senior High School (Anywhere within the Division) |                            |
| <b>ITEM NUMBER/S:</b>  | -   |                            |
| <b>CSC QUALIFICATION STANDARDS:</b>  |   |                            |



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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| <b>POSITION PROFILE: Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)</b>   |  |
|--|--|
| <b>EDUCATION:</b>  | 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 |
|  | 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  |
| <b>EXPERIENCE:</b>   | 2 years experience in teaching or industry work in relevant strand/subject   |
| <b>TRAINING:</b>   | 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years   |
| <b>ELIGIBILITY:</b>  | RA 1080, as amended (Teacher - Secondary) for permanent appointments   |
|  | None required for provisional <sup>1</sup> and contractual appointments  |
|  | <sup>1</sup> must pass the LET within 5 years after the date of first hiring   |
| <b>PREFERRED QUALIFICATIONS: N/A</b>   |  |
| <b>JOB SUMMARY:</b>  |  |
| <ul style="list-style-type: none"> <li>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.</li> </ul> |  |

| <b>POSITION PROFILE: Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)</b> |   |                            |
|--|---|----------------------------|
| <b>SALARY GRADE:</b> 12  | <b>MONTHLY SALARY:</b><br>33,947.00   | <b>NO. OF VACANCIES:</b> - |
| <b>PLACE OF ASSIGNMENT:</b>  | Senior High School (Anywhere within the Division)   |                            |
| <b>ITEM NUMBER/S:</b>  | -   |                            |
| <b>CSC QUALIFICATION STANDARDS:</b>  |   |                            |
| <b>EDUCATION:</b>  | 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 |                            |



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| <b>POSITION PROFILE: Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)</b>   |  |
|--|--|
|  | 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 |
| <b>EXPERIENCE:</b>   | 1 year experience in teaching or industry work in relevant strand/subject  |
| <b>TRAINING:</b>   | 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years                        |
| <b>ELIGIBILITY:</b>  | RA 1080, as amended (Teacher - Secondary) for permanent appointments   |
|  | None required for provisional <sup>1</sup> and contractual appointments<br><i><sup>1</sup>must pass the LET within 5 years after the date of first hiring</i>        |
| <b>PREFERRED QUALIFICATIONS:</b> N/A   |  |
| <b>JOB SUMMARY:</b>  |  |
| <ul style="list-style-type: none"> <li>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.</li> </ul> |  |

| <b>POSITION PROFILE: Accountant I</b>   |   |                            |
|---|---|----------------------------|
| <b>SALARY GRADE:</b> 12   | <b>MONTHLY SALARY:</b><br>33,947.00   | <b>NO. OF VACANCIES:</b> 2 |
| <b>PLACE OF ASSIGNMENT:</b>   | <ul style="list-style-type: none"> <li>Donsol National Comprehensive High School</li> <li>Pilar National Comprehensive High School</li> </ul> |                            |
| <b>ITEM NUMBER/S:</b>   | <ul style="list-style-type: none"> <li>OSEC-DECSB-A1-390047-1998 (Donsol NCHS)</li> <li>OSEC-DECSB-A1-390001-2005 (Pilar NCHS)</li> </ul>     |                            |
| <b>CSC QUALIFICATION STANDARDS:</b>   |   |                            |
| <b>EDUCATION:</b>   | Bachelor's degree in Commerce/ Business Administration major in Accounting  |                            |
| <b>EXPERIENCE:</b>  | None Required   |                            |
| <b>TRAINING:</b>  | None Required   |                            |
| <b>ELIGIBILITY:</b>   | RA 1080 (Certified Public Accountant)   |                            |
| <b>PREFERRED QUALIFICATIONS:</b> N/A  |   |                            |
| <b>JOB SUMMARY:</b> To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools |   |                            |



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**POSITION PROFILE: Accountant I**

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.

**CHECKLIST OF REQUIREMENTS**

Annex B

00 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<br><i>(To be filled-out by the applicant; Check if submitted)</i> | Verification<br><i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> |         |
|--|--|---|---------|
|  |  | Status of Submission<br><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 NCOs)   |  |   |         |

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**

*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<br><i>(To be filled-out by the applicant. Check if submitted)</i> | Verification<br><i>(To be filled-out by the HRMO/ER Officer sub-committee)</i> |         |
|--|--|--|---------|
|  |  | Status of Submission<br><i>(Check if completed)</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 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.