



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

August 17, 2022

DIVISION MEMORANDUM

No. 141, s. 2022

**ANNOUNCEMENT OF VACANCIES AND CONDUCT OF ASSESSMENT FOR
SCHOOL PRINCIPAL, MASTER TEACHER, HEAD TEACHER, GUIDANCE
COUNSELOR AND ADMINISTRATIVE OFFICER POSITIONS**

To: Assistant Schools Division Superintendent
Division Personnel Selection Board
Public School District Supervisors/OIC-PSDSs
Elementary and Secondary School Principals
All Others Concerned

1. This is to announce to the field that there will be an assessment for the vacant positions listed below:

VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF ASSESSMENT
School Principal III (SG 21)	Bulan NHS <i>(Bulan NHS PSIPOP)</i>	September 1, 2022
Master Teacher II (SG 19)	Bulan III District <i>(Elementary PSIPOP)</i>	September 2, 2022
	Gubat South District <i>(Elementary PSIPOP)</i>	
	Magallanes North District <i>(Elementary PSIPOP)</i>	
	Matnog I District <i>(Elementary PSIPOP)</i>	
	Prieto Diaz I District <i>(Elementary PSIPOP)</i>	
Master Teacher I (SG 18)	Casiguran Tech Voc School <i>(Casiguran TVS PSIPOP)</i>	September 2, 2022
	Juban I District <i>(Elementary PSIPOP)</i>	
	Matnog I District <i>(Elementary PSIPOP)</i>	



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VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF ASSESSMENT
Master Teacher I (SG 18)	Prieto Diaz I District <i>(Elementary PSIPOP)</i>	September 2, 2022
Head Teacher III Department Head (SG 16)	Gubat NHS <i>(Gubat NHS PSIPOP)</i>	September 1, 2022
	Pilar NCHS <i>(Pilar NCHS PSIPOP)</i>	
Head Teacher II Department Head (SG 15)	Bulan NHS <i>(Bulan NHS PSIPOP)</i>	
Guidance Counselor I (SG 11)	Talaonga NHS <i>(Talaonga NHS PSIPOP)</i>	September 1, 2022
	Magallanes NVHS <i>(Magallanes NVHS PSIPOP)</i>	
Administrative Officer I (Cashier I) (SG 10)	Gubat NHS <i>(Gubat NHS PSIPOP)</i>	September 2, 2022

2. Hereunder is the Civil Service Commission approved minimum qualification for the abovementioned positions:

SCHOOL PRINCIPAL III (JUNIOR HIGH SCHOOL)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional units + 6 units of Management	2 years as Principal	40 hours or relevant training	RA 1080, as amended, (Teacher)s

MASTER TEACHER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary/Secondary Education (BEEd/BSEd); or bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	Master Teacher I for 1 year or Teacher III for 4 years	4 hours of relevant training	RA 1080, as amended, (Teacher)



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MASTER TEACHER I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary/Secondary Education (BEEd); or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	None required	RA 1080, as amended, (Teacher)

HEAD TEACHER III (DEPARTMENT HEAD – JHS)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization.	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080, as amended, (Teacher)

HEAD TEACHER II (DEPARTMENT HEAD – JHS)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization.	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080, as amended, (Teacher)

GUIDANCE COUNSELOR I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)

ADMINISTRATIVE OFFICER I (CASHIER)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree relevant to the job	None Required	None Required	CSC Professional / Second Level

3. The following references/guidelines will be used for the computation of points:

Master Teacher

MEC Order No. 10, s. 1979

Head Teacher (Department Head)

Guidance Counselor I

Administrative Officer I

DepEd Order No. 66, s. 2007



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4. Two sealed envelopes are required to be submitted; the contents of which are as follows:
 - a. First Envelope (for pre-assessment)**
 - i. Transcript of Records for Baccalaureate and Masteral and/or Doctoral Studies or certification of units earned in Masteral and/or Doctoral Studies;
 - ii. Service Record;
 - iii. Certificates of Trainings;
 - iv. Copy of PRC License and/or CSC Eligibility
 - b. Second Envelope (for ranking purposes)**
 - i. All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
5. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the ranking process.
6. The deadline of submission is on **August 29, 2022 at 5:00 P.M. No additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the deadline.
7. Public Schools District Supervisors/OIC-Public District Schools District Supervisors and Secondary School Heads will sit as a member of the Division HRMPSB when the vacancy in their respective district or school is scheduled to be ranked. The ACT President will also sit as member of the Division HRMPSB for Master Teacher positions.
8. The venue for the deliberation will be at the Office of the Administrative Officer V (2nd floor of the new DepEd Building) at 8:00 AM to 5:00 PM. HRMPSB members and applicants are required to strictly adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.



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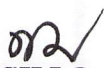
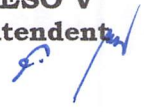


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9. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
10. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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