



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

January 24, 2023

DIVISION MEMORANDUM

No. 019, s. 2023

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF ASSESSMENT FOR
MASTER TEACHER POSITIONS IN THE ELEMENTARY**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public School District Supervisors/OIC-PSDSs
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)	DISTRICT / SCHOOL ASSIGNMENT	SCHEDULE OF ASSESSMENT
Master Teacher II (SG 19)	Castilla East	February 3, 2023
Master Teacher II (SG 19)	Barcelona North	
Master Teacher I (SG 18)	Donsol West I	

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

MASTER TEACHER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary Education (BEED); or Bachelor's Degree with 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)





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

MASTER TEACHER I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary Education (BEEd); or Bachelor's Degree with 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)

3. **MEC Order No. 10, s. 1979** will be used as reference for the computation of points.
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 assessment.
6. The deadline of submission is on **February 1, 2023 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 will sit as a member of the Division HRMPSB when the vacancy in their respective district is scheduled to be assessed. The ACT President will also sit as member of the Division HRMPSB.





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

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.
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

