



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

February 20, 2023

DIVISION MEMORANDUM

No. 035, s. 2023

**ANNOUNCEMENT OF VACANCIES AND CONDUCT OF ASSESSMENT FOR
VARIOUS POSITIONS IN THE ELEMENTARY AND JUNIOR HIGH SCHOOL**

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)	Bulan II District	March 2, 2023
	Pilar NCHS	
	Donsol NCHS	
Head Teacher III	Macalaya NHS	
	Prieto Diaz NHS	
Accountant I	Donsol NCHS	
	Talaonga NHS	
Senior Bookkeeper (SG 9)	Elementary Plantilla <i>(May be assigned anywhere within the Division)</i>	
Disbursing Officer (SG 8)	Macalaya NHS	

2. Stated in the succeeding page are the Civil Service Commission approved minimum qualification for the abovementioned positions:





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MASTER TEACHER II (ELEMENTARY)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary Education (BEEd); 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)

MASTER TEACHER II (JUNIOR HIGH SCHOOL)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Secondary Education (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)

HEAD TEACHER III

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education or Bachelor's degree with 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)

ACCOUNTANT I (SG 12)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Science in Commerce / Bachelor of Science in Business Administration major in Accountancy	None Required	None Required	RA 1080 (Accountant)

SENIOR BOOKKEEPER AND DISBURSING OFFICER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CSC Subprofessional (1 st Level Eligibility)

3. The following guidelines will be used as reference for the computation of points.


Master Teacher - MEC Order No. 10, s. 1979
Head Teacher & Non-Teaching Personnel - DepEd Order No. 66, s. 2007





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4. Two sealed envelopes are required to be submitted; 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 28, 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 and Secondary School Heads will sit as a member of the Division HRMPSB when the vacancy in their respective district/school is scheduled to be assessed. The ACT President will also sit as member of the Division HRMPSB.
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. Applicants and Division Personnel Selection Board members are still encouraged to exercise 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

