



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

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August 29, 2023

**DIVISION MEMORANDUM**

No. 175, s. 2023

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE  
ASSESSMENT FOR SCHOOL ADMINISTRATORS AND RELATED TEACHING  
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 for the vacant positions listed below:
  - a. School Principal I
  - b. Assistant School Principal II
  - c. Head Teacher III, Head Teacher II, and Head Teacher I
2. Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item No., Salary Grade, Qualification Standards, number of vacancies and place of assignment.
3. Attached as Annex B are the list of requirements to be submitted which are, the folder for initial evaluation, and the sealed envelope containing the documents needed during the comparative assessment.
4. 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.
5. The deadline of submission is on **September 12, 2023 at 5:00 P.M.** It is **therefore understood that no additional documents shall be accepted**





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**after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.

6. 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.
7. 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.
8. The venue for the deliberation will be at the QMS at the Office of the Schools Division Superintendent 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. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website ([depedsorsogon.com.ph](http://depedsorsogon.com.ph)), at the office of the Personnel Section and through social media platforms.
10. 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.
11. Immediate and wide dissemination of this Memorandum is enjoined.

  
**WILLIAM E. GANDO, CESO VI**  
**Schools Division Superintendent**





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**ANNEX A**

**NOTICE OF VACANCY**

**ELEMENTARY:**

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience		
1	School Principal I	OSEC-DECSB-SP1-391349-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	1	Elementary
2	School Principal I	OSEC-DECSB-SP1-391387-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	1	Elementary







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					Education	Training	Experience		
3	School Principal I	OSEC-DECSB-SP1-391389-2010	19	51,357.00	education units Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	1	Elementary
4	School Principal I	OSEC-DECSB-SP1-391304-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	1	Elementary
5	Head Teacher III	OSEC-DECSB-HTEACH3-390999-1998	16	39,672.00	Bachelor's degree in Elementary Education; or	24 hours of relevant training	Head Teacher for 2 years or Teacher-In-Charge for 2	1	Elementary





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NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience		
6	Head Teacher III	OSEC-DECSB-HTEACH3-390004-2005	16	39,672.00	Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 2 years or Teacher-In-Charge for 2 years; or Teacher for 5 years	1	Elementary

**JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL:**

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience		
1	Assistant School Principal II	OSEC-DECSB-ASP2-390299-2016	19	51,357.00	Bachelor's degree in Education or its equivalent with a	8 hours of relevant training	2 years of relevant Experience	1	Senior High School





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NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience		
2	Assistant School Principal II	OSEC-DECSB-ASP2-390289-2016	19	51,357.00	major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years of relevant Experience	1	Senior High School







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					Education	Training	Experience			
3	Head Teacher III	OSEC-DECSB-HTEACH3-390576-1998	16	39,672.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years ; or Teacher for 5 years	RA 1080 (Teacher)	1	Macalaya National High School
4	Head Teacher III	OSEC-DECSB-HTEACH3-390005-2000	16	39,672.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years ; or Teacher for 5 years	RA 1080 (Teacher)	1	Santa Magdalena National High School





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NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
5	Head Teacher II	OSEC-DECSB-HTEACH2-390013-2022	16	36,619.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 year ; or Teacher for 4 years	RA 1080 (Teacher)	1	F. G. Glua National High School
6	Head Teacher I	OSEC-DECSB-HTEACH1-390118-2022	16	33,843.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year ; or Teacher for 3 years	RA 1080 (Teacher)	1	Donsol Vocational High School – Gimagaan Annex







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**ANNEX B**

**LIST OF DOCUMENTS TO BE SUBMITTED**

**A. Folder for Initial Evaluation**

- a. 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;
- b. Photocopy of Certificate/s of Training;
- c. Service Record;
- d. Copy of PRC License and/or CSC Eligibility
- e. 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official.

**B. Envelope for the Comparative Assessment (must be sealed)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.
- b. Duly Accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable.
- d. Photocopy of Certificate of Eligibility/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 Latest Appointment, if applicable;
- i. Photocopy of the Performance Rating in the last three (3) rating period(s) covering (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRPMPSTB for comparative assessment, including but not limited to:
  - i. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled. If applicable.





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**ANNEX C**

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information are true and correct to the best 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, especially the Division Human Resource Merit Promotion and Selection Board the right to collect and process my personal information as stated, for purposes relevant to the selection, recruitment and placement of personnel of the Department and for the purpose and compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

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**Name and Signature of Applicant**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
**Person Administering Oath**

