



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

January 28, 2025

DIVISION MEMORANDUM

No. 33, s. 2025

**ANNOUNCEMENT OF VACANCY FOR THE MASTER TEACHER II, MASTER TEACHER I, AND
TEACHER III ITEMS IN SENIOR HIGH SCHOOL**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public Schools District Supervisors / OIC-PSDSs
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 Items	Place of Assignment
Master Teacher II (Academic Track)	4	Senior High School
Master Teacher I (TVL Track)	4	Senior High School
Master Teacher I (Academic Track)	1	Senior High School
Teacher III (Academic Track)	3	Senior High School
Teacher III (TVL Track)	2	Senior High School

2. The reference for the conduct of the comparative assessment is **DepEd Order No. 20, s. 2024**.
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, and Place of Assignment.
4. 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.
5. 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.



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6. The deadline for submission is **February 12, 2025 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. ***Previous applicants are encouraged to apply or submit documents for updating purposes.***
7. 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.
8. 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.
9. 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), 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.


JOSE L. DONCILLO, CESO V,
Schools Division Superintendent



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ANNEX A

NOTICE OF VACANCY

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Master Teacher II (Senior High School - Academic Track)	OSEC- DECSB- MTCHR2- 390030- 2016	19	56,390.00	Masters degree in relevant strand / subject	12 hours of training relevant to the subject area of specialization	5 years of relevant teaching / industry work experience	<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>	Senior High School



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					Education	Training	Experience	Eligibility	
2	Master Teacher II (Senior High School - Academic Track)	OSEC- DECSB- MTCHR2- 390041- 2016	19	56,390.00	Masters degree in relevant strand / subject	12 hours of training relevant to the subject area of specialization	5 years of relevant teaching / industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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					Education	Training	Experience	Eligibility	
3	Master Teacher II (Senior High School - Academic Track)	OSEC- DECSB- MTCHR2- 390010- 2018	19	56,390.00	Masters degree in relevant strand / subject	12 hours of training relevant to the subject area of specialization	5 years of relevant teaching / industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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					Education	Training	Experience	Eligibility	
4	Master Teacher II (Senior High School - Academic Track)	OSEC- DECSB- MTCHR2- 390042- 2016	19	56,390.00	Masters degree in relevant strand / subject	12 hours of training relevant to the subject area of specialization	5 years of relevant teaching / industry work experience	<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>	Senior High School



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					Education	Training	Experience	Eligibility	
5	Master Teacher I (Senior High School - TVL Track)	OSEC- DECSB- MTCHR1- 390018- 2017	18	51,304.00	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of teaching experience and 6 months of relevant industry work experience	<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>	Senior High School



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6	Master Teacher I (Senior High School - TVL Track)	OSEC- DECSB- MTCHR1- 390029- 2018	18	51,304.00	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of teaching experience and 6 months of relevant industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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7	Master Teacher I (Senior High School - TVL Track)	OSEC- DECSB- MTCHR1- 390039- 2016	18	51,304.00	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of teaching experience and 6 months of relevant industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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8	Master Teacher I (Senior High School - TVL Track)	OSEC- DECSB- MTCHR1- 390019- 2017	18	51,304.00	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of teaching experience and 6 months of relevant industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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9	Master Teacher I (Senior High School – Academic Track)	OSEC- DECSB- MTCHR1- 390053- 2016	18	51,304.00	Masters degree in relevant strand / subject	8 hours of training relevant to the subject area of specialization	4 years of relevant teaching / industry work experience	<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>	Senior High School



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10	Teacher III (Senior High School - Academic Track)	OSEC- DECSB- TCH3- 390880- 2016	13	34,421.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching / industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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11	Teacher III (Senior High School - Academic Track)	OSEC- DECSB- TCH3- 390744- 2017	13	34,421.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching / industry work experience	<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>	Senior High School



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12	Teacher III (Senior High School - Academic Track)	OSEC- DECSB- TCH3- 390869- 2016	13	34,421.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching / industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School



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13	Teacher III (Senior High School - TVL Track)	OSEC- DECSB- TCH3- 390883- 2016	13	34,421.00	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of relevant teaching or 1 year of relevant industry work experience	<p>Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>	Senior High School



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14	Teacher III (Senior High School - TVL Track)	OSEC- DECSB- TCH3- 390864- 2016	13	34,421.00	Bachelor's degree ; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	1 year of relevant teaching or 1 year of relevant industry work experience	Applicants for a Permanent Appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None Required	Senior High School

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</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.