



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

January 14, 2025

DIVISION MEMORANDUM

No. 16, s. 2025

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE ASSESSMENT
FOR SCHOOL PRINCIPAL AND HEAD TEACHER 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:

VACANT POSITION(S)	PLACE OF ASSIGNMENT
School Principal II	Elementary
Head Teacher III	
Head Teacher I	

2. The reference for the conduct of the comparative assessment for **School Principal & Head Teacher** is **DepEd Order No. 7, s. 2023**
3. 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. Annex B is the list of requirements to be submitted.
4. The deadline for submission of required documents is on **January 28, 2025 at 3:00 P.M.** It is understood that no additional documents shall be accepted after the deadline. **Previous applicants are encouraged to apply or submit documents for updating purposes.**
5. Prompt **initial evaluation** will be conducted upon submission of the documents to determine those who are qualified and those who are not.
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.



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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 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.
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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ANNEX A

NOTICE OF VACANCY

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS						NO. OF VACANCIES	PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY				
1	PRINCIPAL II	OSEC-DECSB-SP2-390334-2010	20	60,157.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	1	Elementary		
2	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390981-1998	16	41,616.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours relevant training	Head Teacher (HT) for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	1			
3	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390052-2022							1			
4	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390054-2022	14	35,434.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)	1			



Sorsogon Sports Arena, Brgy. Balogo, Sorsogon City
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 Website: deped.sorsogon.com.ph

CHECKLIST OF REQUIREMENTS

Annex B

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

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 HRM/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Fully 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 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: <i>(Dep No. 4, s.c. 2013)</i>			
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 accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (a) electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and (b) where 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.