



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

May 17, 2022

DIVISION MEMORANDUM

No. 079, s. 2022

ANNOUNCEMENT OF VACANCIES AND CONDUCT OF ASSESSMENT

To: Assistant Schools Division Superintendent
Division Personnel Selection Board
Public School District Supervisors/OIC-PSDSs
Elementary and 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)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF ASSESSMENT
Master Teacher II (SG 19)	Gubat North District <i>(Elementary PSIPOP)</i>	June 9, 2022
	Casiguran TVS <i>(Casiguran TVS PSIPOP)</i>	
Master Teacher I (SG 18)	Gubat NHS <i>(Gubat NHS PSIPOP)</i>	
	Bulan NHS <i>(Bulan NHS PSIPOP)</i>	
Head Teacher III Department Head (SG 16)	Talaonga NHS <i>(Talaonga NHS PSIPOP)</i>	
Head Teacher II Department Head (SG 16)	Caditaan NHS <i>(Caditaan NHS PSIPOP)</i>	
School Nurse II (SG 16)	Senior High School <i>(Senior High School PSIPOP)</i>	June 10, 2022
Guidance Counselor I (SG 11)	Gubat NHS <i>(Gubat NHS PSIPOP)</i>	
	Magallanes NVHS <i>(Magallanes NVHS PSIPOP)</i>	
Administrative Officer I (Cashier) (SG 10)	Magallanes NVHS <i>(Magallanes NVHS PSIPOP)</i>	





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

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

MASTER TEACHER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary/Secondary Education (BEEd/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)

MASTER TEACHER I

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

HEAD TEACHER III (DEPARTMENT HEAD – JHS)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization.	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080, as amended, (Teacher)

HEAD TEACHER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080, as amended, (Teacher)

SCHOOL NURSE II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nursing Licensure Exam)

GUIDANCE COUNSELOR I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)





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

ADMINISTRATIVE OFFICER I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree	None Required	None Required	CSC Professional (2 nd Level Eligibility)

3. The following references will be used for the computation of points:

Master Teacher

MEC Order No. 10, s. 1979

Head Teacher (Department Head)

School Nurse II

Guidance Counselor I

Administrative Officer I

DepEd Order No. 66, s. 2007

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 ranking process.

6. The deadline of submission is on **May 30, 2022 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






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

HRMPSB when the vacancy in their respective district or school is scheduled to be ranked.

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 