



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

January 11, 2022

DIVISION MEMORANDUM

No. D6, s. 2022

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF RANKING/DELIBERATION
FOR MASTER TEACHER AND HEAD TEACHER (DEPARTMENT HEAD)**

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 a deliberation/ranking for the vacant positions listed below:

VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF RANKING
Master Teacher II (SG 19)	Casiguran II District (Elementary PSIPOP)	January 24, 2022
	Pilar II District (Elementary PSIPOP)	
	Donsol NCHS (Donsol NCHS PSIPOP)	
Master Teacher I (SG 18)	Prieto Diaz II District (Elementary PSIPOP)	January 25, 2022
	Pilar I District (Elementary PSIPOP)	
	Matnog I District (Elementary PSIPOP)	
	Barcelona NCHS (Barcelona NCHS PSIPOP)	
Head Teacher III Department Head (SG 16)	Barcelona NCHS (Barcelona NCHS PSIPOP)	January 25, 2022
Head Teacher I Department Head (SG 14)	Donsol NCHS (Donsol NCHS PSIPOP)	January 24, 2022



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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2. Stated below are the Civil Service Commission approved minimum qualification for the aforementioned 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 (SECONDARY - DEPARTMENT HEAD)

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 I (SECONDARY - DEPARTMENT HEAD)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in education or Bachelor's degree plus 18 professional units in Education;	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080, as amended, (Teacher)



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

Master Teacher - MEC Order No. 10, s. 1979
Head Teacher (Department Head) - 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. Only applicants from the mentioned schools and districts will be accepted.

6. 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.

7. The deadline of submission is on **January 21, 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.

8. 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 or school is scheduled to be ranked.



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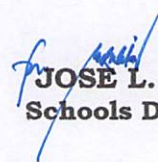


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9. The venue for the deliberation will be at the Office of the Administrative Officer V (2nd floor of the new DepEd Building) at 8:00 AM to 5:00 PM. HRMPSB members and applicants are required to strictly adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
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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