



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

October 14, 2021

DIVISION MEMORANDUM

No. 220, s. 2021

**ANNOUNCEMENT VACANCY AND CONDUCT OF RANKING FOR MASTER
 TEACHER I AND ADMINISTRATIVE OFFICER II**

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
Administrative Officer II (SG 11)	Elementary Schools (Elementary PSIPOP)	November 4, 2021
Master Teacher I (SG 18)	Gubat South District (Elementary PSIPOP)	November 5, 2021
	Bulan II District (Elementary PSIPOP)	
	Bulan III District (Elementary PSIPOP)	

2. Stated in the succeeding page is the Civil Service Commission approved minimum qualification for the abovementioned positions:

MASTER TEACHER I (ELEMENTARY)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Elementary Education (BEEEd); 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 (Teacher)



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ADMINISTRATIVE OFFICER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)

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

Master Teacher I - **MEC Order No. 10, s. 1979**
Administrative Officer II - **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 **October 29, 2021 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.



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7. Administrative Officer II applicants who qualified in the ranking (those with 50 points and above) conducted last October 13, 2020 and September 29, 2021 shall have the option to undergo the ranking process again or can request through a letter addressed to the Chairman of the Division Human Resource Management Personnel Selection Board (Division HRMPSB) to just transfer their points in the current ranking.
8. Public Schools District Supervisors and OIC-Public District Schools District Supervisors will sit as a member of the Division HRMPSB when the vacancy in their respective district is scheduled to be ranked.
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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