



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

December 5, 2022

DIVISION MEMORANDUM

No. 232, s. 2022

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF ASSESSMENT FOR
MASTER TEACHER, HEAD TEACHER (DEPARTMENT HEAD) AND
ADMINISTRATIVE OFFICER POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and 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)	Donsol NCHS (Donsol NCHS PSIPOP)	December 19, 2022
Master Teacher I (SG 18)	Bulan I District (Elementary PSIPOP)	
Head Teacher VI Department Head (SG 18)	Donsol NCHS (Donsol NCHS PSIPOP)	
Head Teacher I Department Head (SG 14)	Donsol NCHS (Donsol NCHS PSIPOP)	
Administrative Officer IV (SG 15)	Casiguran TVS (Casiguran TVS PSIPOP)	

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





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

MASTER TEACHER II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor of Secondary Education (BSEd); or Bachelor's Degree with 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 Education (BEEd); or Bachelor's Degree with 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 VI

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for five years Master Teacher for four years	24 hours of relevant training	RA 1080, as amended, (Teacher)

HEAD TEACHER I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Teacher-In-Charge for one year or Teacher for three years	24 hours of relevant training	RA 1080, as amended, (Teacher)

ADMINISTRATIVE OFFICER IV

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional (2 nd Level Eligibility)





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

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
Administrative Officer IV	- 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 assessment.
6. The deadline of submission is on **December 16, 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 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.





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

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

