



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

January 12, 2023

DIVISION MEMORANDUM

No. 009, s. 2023

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF ASSESSMENT FOR
HEAD TEACHER (DEPARTMENT HEAD) POSITIONS**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public School District Supervisors/OIC-PSDSs
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
Head Teacher III (SG 16)	Gubat NHS (Gubat NHS PSIPOP)	January 23, 2023
Head Teacher III (SG 16)	Matnog NHS (Matnog NHS PSIPOP)	
Head Teacher I (SG 14)	Matnog NHS (Matnog NHS PSIPOP)	

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



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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HEAD TEACHER III

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 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)

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

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. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the assessment.



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6. The deadline of submission is on **January 20, 2023 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. Secondary School Heads will sit as a member of the Division HRMPSB when the vacancy in their respective school is scheduled to be assessed.
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



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