



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

June 6, 2022

DIVISION MEMORANDUM

No. 092, s. 2022

ANNOUNCEMENT OF VACANCIES AND CONDUCT OF ASSESSMENT FOR NON-TEACHING AND TEACHING-RELATED POSITIONS

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
Head Teacher I (SG 14)	Donsol NCHS (Donsol NCHS PSIPOP)	June 23, 2022
Registrar I (SG 11)	Senior High School (Senior High School PSIPOP)	
Senior Bookkeeper (SG 9)	SDO – Accounting Section (Elementary PSIPOP)	
	Juban NHS (Juban NHS PSIPOP)	
	Castilla NHS (Castilla NHS PSIPOP)	
Disbursing Officer (SG 8)	Sta. Magdalena NHS (Sta. Magdalena NHS PSIPOP)	June 24, 2022
	Salvacion NHS (Salvacion NHS PSIPOP)	
	Milagrosa NHS (Milagrosa NHS PSIPOP)	
	Juban NHS (Juban NHS PSIPOP)	



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
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VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF ASSESSMENT
Disbursing Officer (SG 8)	Barcelona NCHS <i>(Barcelona NCHS PSIPOP)</i>	June 24, 2022
	Cumadcad NHS <i>(Cumadcad NHS PSIPOP)</i>	
	Buhang NHS <i>(Buhang NHS PSIPOP)</i>	
Administrative Assistant I (SG 7)	SDO – Budget Office <i>(OSDS PSIPOP)</i>	
Administrative Aide VI (SG 6)	SDO - SGOD <i>(OSDS PSIPOP)</i>	
	SDO – Records Office <i>(OSDS PSIPOP)</i>	
Administrative Aide I (SG 1)	Elementary Schools <i>(Elementary PSIPOP)</i>	
	Donsol NCHS <i>(Donsol NCHS PSIPOP)</i>	

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

HEAD TEACHER I (SECONDARY)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

REGISTRAR I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree	None required	None required	CS Professional / Appropriate Eligibility for Second Level Position



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SENIOR BOOKKEEPER & DISBURSING OFFICER

	CSC PRESCRIBED QUALIFICATIONS	DEPED PREFERRED QUALIFICATIONS
Education	Completion of 2 years studies in college	Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in bachelor's degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects.
Experience	1-year relevant experience	1-year relevant experience in accounting activities/tasks.
Training	4 hours relevant training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)
Eligibility	CSC Subprofessional	CSC Subprofessional

ADMINISTRATIVE ASSISTANT I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Completion of 2 years studies in college	None required	None required	CSC Subprofessional

ADMINISTRATIVE AIDE VI

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Completion of 2 years studies in college	None required	None required	CSC Subprofessional

ADMINISTRATIVE AIDE I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Must be able to read and write	None required	None required	None Required

3. **DepEd Order No. 66, s. 2007** will be used as reference and for the computation of points:
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;



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- 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 **June 20, 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. 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 such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
8. 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.
9. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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