



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

January 31, 2025

**DIVISION MEMORANDUM**

No. 008, s. 2024

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE ASSESSMENT  
FOR MASTER TEACHER AND HEAD TEACHER POSITIONS**

**To:** Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
Public School District Supervisors/OIC-PSDSs  
School Administrators  
All Others Concerned

1. This is to announce to the field that this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB) will conduct a comparative assessment for the vacant positions listed below:

VACANT POSITION(S)	PLACE OF ASSIGNMENT
Master Teacher I	Castilla East District
	Gubat North District
	Pilar II
	Bulan II District
Master Teacher II	Bulusan District
Head Teacher III	Castilla East

2. The reference for the conduct of the comparative assessment for Master Teacher and Head Teacher is **DepEd Order No. 20, s. 2024**.
3. Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item No., Salary Grade, Qualification Standards, Number of Vacancies and Place of Assignment. Annex B is the list of requirements to be submitted.
4. The deadline for submission of required documents is on **February 11, 2025 at 3:00 P.M.** It is understood that no additional documents shall be accepted after the deadline.
5. Prompt **initial evaluation** will be conducted upon submission of the documents to determine those who are qualified and those who are not.
6. This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations and disability.

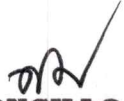




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7. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
8. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website ([www.depedsorsogon.com.ph](http://www.depedsorsogon.com.ph)), at the office of the Personnel Section and through social media platforms.
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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**ANNEX A**

**NOTICE OF VACANCY**

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT							
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY									
1		OSEC-DECSB-MTCHR1-390018-1999								1	Castilla East District						
		OSEC-DECSB-MTCHR1-393709-1998										Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education; and 18 units for a Master's degree in Education or it's equivalent	None Required	3 years relevant experience	RA 1080 (Teacher)	1	Gubat North District
		OSEC-DECSB-MTCHR1-394220-1998															
3	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393759-1998	18	51,304.00						1	Pilar II District						
4		OSEC-DECSB-MTCHR1-393717-1998								1	Pilar II District						
5																	
6	MASTER TEACHER II	OSEC-DECSB-MTCHR2-391253-1998	19	56,390.00	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in education and 24 units for a Master's Degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		1	Bulusan District						

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					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390994-1998	16		Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours relevant training	Head Teacher (HT) for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	1	





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