



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

March 7, 2024

DIVISION MEMORANDUM

No. 056, s. 2024

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE
ASSESSMENT FOR MASTER TEACHER AND ADMINISTRATIVE OFFICER
(CASHIER I) POSITIONS IN THE JUNIOR HIGH SCHOOL**

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 Master Teacher and Administrative Officer I (Cashier I) positions in the Junior High School.
2. 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.
3. Attached as Annex B are the list of requirements to be submitted which are the folder for initial evaluation, and the envelope containing the documents needed during the comparative assessment.
4. The reference for the conduct of the comparative assessment for Master Teacher is **MEC Order No. 10, s. 1979** while the reference for the Administrative Officer I (Cashier I) position is **DepEd Order No. 66, s. 2006**.
5. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed to the comparative assessment. The folders containing the documents for assessment will be sealed after the initial evaluation.
6. The deadline of submission is on **October 15, 2024 at 2:00 P.M.** **It is understood that no additional documents shall be accepted after the**





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

deadline. It is encouraged that applicants should submit their envelopes before the set deadline.

7. 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.
8. 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.
9. The venue for the comparative assessment will be at the QMS Center beside the office of the undersigned from 8:00 AM to 5:00 PM. HRMPSB members and applicants are still encouraged to adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
10. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province official website (depedsorsogon.com.ph), at the office of the Personnel Section and through social media platforms.
11. 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.
12. Immediate and wide dissemination of this Memorandum is enjoined.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent





Republic of the Philippines
Department of Education

Region V
Schools Division of Sorsogon

ANNEX A

MASTER TEACHER II

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT	
					EDUCATION	EXPERIENCE	TRAINING			
1	Master Teacher II	OSEC-DECSB-MTCHR2-390735-1998	19	51,357.00	Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)	1	Donsol National Comprehensive

DepEd Building, Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

(056) 421-5415

sorsogon@deped.gov.ph

depedsorsogon.com.ph





Republic of the Philippines
Department of Education

Region V
Schools Division of Sorsogon

2	Master Teacher II	OSEC-DECSB-MTCHR2-390028-2022	19	51,357.00	Bachelor of Secondary Education (BSEd) ; or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)	1	Cumadcad National High School
---	-------------------	-------------------------------	----	-----------	---	--	------------------------------	-------------------	---	-------------------------------

DepEd Building, Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

(056) 421-5415
sorsogon@deped.gov.ph
deped.sorsogon.com.ph





Republic of the Philippines
Department of Education

Region V
Schools Division of Sorsogon

3	Master Teacher II	OSEC-DECSB-MTCHR2-390074-2020	19	51,357.00	Bachelor of Secondary Education (BSEd) ; or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)	1	Pillar National Comprehensive High School
---	-------------------	-------------------------------	----	-----------	---	--	------------------------------	-------------------	---	---

DepEd Building, Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

(056) 421-5415

sorsogon@deped.gov.ph

depedsorsogon.com.ph





Republic of the Philippines
Department of Education

Region V
Schools Division of Sorsogon

MASTER TEACHER I

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
1	Master Teacher I	OSEC-DECSB-MTCHR1-390011-2001	18	46,725.00	Bachelor of Secondary Education (BSEd) ; or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	None Required	RA 1080 (Teacher)	1	Prieto Diaz National High School

DepEd Building, Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

(056) 421-5415

sorsogon@deped.gov.ph

depedsorsogon.com.ph





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

ADMINISTRATIVE OFFICER I (CASHIER I)

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			NO. OF VACANCIES	PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING		
1	Administrative Officer I	OSEC-DECSB-ADOF1-390073-2004	10	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second level Eligibility	Casiguran Technical Vocational School

DepEd Building, Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

(056) 421-5415

sorsogon@deped.gov.ph

depedsorsogon.com.ph





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

ANNEX B

LIST OF DOCUMENTS TO BE SUBMITTED

A. Folder for Initial Evaluation

- a. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- b. Photocopy of Certificate/s of Training;
- c. Service Record;
- d. Copy of PRC License and/or CSC Eligibility
- e. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official.

**B. Envelope for the Comparative Assessment
(to be sealed after the initial evaluation)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.
- b. Duly Accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable.
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
- h. Photocopy Latest Appointment, if applicable;
- i. Photocopy of the Performance Rating in the last three (3) rating period(s) covering (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRPMPBS for comparative assessment, including but not limited to:
 - i. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and



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

- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled. If applicable.
- iii. Other documents required based on MEC Order No. 10, s. 1979



Balogo Sports Complex, Balogo,
Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph