



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

October 3, 2024

DIVISION MEMORANDUM

No. 228, s. 2024

**ANNOUNCEMENT OF VACANCY FOR HEAD TEACHER III
AND HEAD TEACHER II POSITION**

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)	DISTRICT ASSIGNMENT(S)
Head Teacher III	Barcelona
	Bulan II
	Pto. Diaz
	Donsol West I
	Pilar III
Head Teacher II	Juban

2. The reference for the conduct of the comparative assessment is **DepEd Order No. 7, s. 2023**.
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 **October 11, 2024 at 3:00 P.M. It is understood that no additional documents shall be accepted after the deadline.** Previous applicants are encouraged to apply or submit documents for updating purposes.





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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.
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**), 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.


WILLIAM E. GANDO, CESO VI
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		
1	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390999-1998	16	P41,616.00	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	1	Bulan II District
2		OSEC-DECSB-HTEACH3-390004-2005						1	Pto. Diaz District
3		OSEC-DECSB-HTEACH3-391029-1998						1	Bulan II District
4		OSEC-DECSB-HTEACH3-390996-1998						1	Donsol West I
5		OSEC-DECSB-HTEACH3-391026-1998						1	Barcelona District
6		OSEC-DECSB-HTEACH3-390980-1998						1	Pilar III District



Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City
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					EDUCATION	TRAINING	EXPERIENCE		
1	Head Teacher II	OSEC-DECSB-HTEACH2-390346-1998	15	P38,413.00	Bachelor's degree in Elementary Education or Bachelor's Degree w/ 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	1	Juban District



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant) Check (if submitted)	Verification (To be filled out by the HRM/HR Officer/sub-official)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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 of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: (Dep Ed, D.C. 2023) Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development received from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Public Administrator Oath

In accordance with Republic Act No. 8763 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and if before the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document satisfies its integrity and reliability and can be substantiated as to its veracity for subsequent reference.