



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

November 6, 2024

ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 254, s. 2024
Re: ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE
ASSESSMENT FOR SCHOOL PRINCIPAL, ASSISTANT SCHOOL PRINCIPAL,
MASTER TEACHER, AND HEAD TEACHER POSITIONS

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

1. In connection with the Division Memorandum No. 254, s. 2024, this Office announces that there are additional vacancies for Master Teacher I, Head Teacher I, and Non-Teaching positions open for assessment:

Position Title	Number of Items	Place of Assignment
Master Teacher I	1	Donsol National CHS
Head Teacher I	1	Gubat National HS
Administrative Aide I (Utility Worker I)	1	Gallanosa National HS
Administrative Aide III (Clerk I)	1	Gubat National HS
Administrative Aide IV (Clerk II)	1	Talaonga National HS
Administrative Aide VI (Clerk III)	1	Anywhere within the Division
Administrative Assistant II (Clerk IV)	6	Pto. Diaz National HS
		SHS – Guruyan NHS
		SHS – Casiguran TVS
		Macalaya National HS
		SHS – Castilla NHS
		SHS – Biriran NHS
Administrative Assistant II (Disbursing Officer II)	9	SHS – San Rafael NHS, Castilla
		Dinapa National High School
		Barcelona National CHS
		Pto. Diaz National HS
		San Francisco National HS
		Gubat North Central School
		Matnog Central School
		Olimpio A. Guarin Jr. NHS
Anywhere within the Division (2 items)		
Administrative Assist. III (Secretary II)	2	SDO Personnel Section



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Position Title	Number of Items	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	3	Gubat North Central School
		Calao National HS
		Jose G. Alindogan Elementary School
Project Development Officer I	1	Senior High School / Anywhere within the Division


- The reference for the conduct of the comparative assessment is **DepEd Order No. 7, s. 2023** and **MEC Order No. 10, s. 1979 for Related Teaching, School Administrators, Non-Teaching and for Master Teachers, respectively.**
- Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item Number, Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, and Place of Assignment.
- Attached as Annex B are the list of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.
- Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed with the Comparative Assessment.
- The deadline for submission is on **November 18, 2024 at 3:00 pm. It is therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline. **Previous applicants are encouraged to apply or submit documents for updating purposes.**
- 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.
- 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.
- The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province Official Website



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(www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.

10. 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.
11. 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 (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment
					Education	Training	Experience	
1	Master Teacher I	OSEC- DECSB- MTCHR1- 390053- 2023	18	49,015.00	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	None Required	3 years of relevant experience	Donsol National Comprehensive High School



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					Education	Training	Experience	Eligibility	
2	Head Teacher I	OSEC- DECSB- HTEACH1- 390015- 2020	14	35,434.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year ; or Teacher for 3 years	RA 1080 (Teacher)	Gubat National High School
3	Administrative Aide I (Utility Worker I)	OSEC- DECSB- ADA1- 390865- 2004	1	13,530.00	Must be able to read and write	None Required	None Required	None Required	Gallanosa National High School, Irosin District



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					Education	Training	Experience	Eligibility		
4	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-390142-2004	3	15,265.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Gubat National High School
5	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-390262-2004	4	16,209.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Talaonga National High School, Sta. Magdalena District



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					Education	Training	Experience	Eligibility	
6	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-390006-2005	6	18,255.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Anywhere within the Division
7	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390053-2004	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Prieto Diaz National High School



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					Education	Training	Experience	Eligibility	
8	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390719-2016	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Senior High School - Guruyan National High School, Juban District
9	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390736-2016	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Senior High School - Casiguran Technical Vocational School



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					Education	Training	Experience	Eligibility		
10	Administrative Assistant II (Clerk IV)	OSEC- DECSB- ADAS2- 390210- 2018	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Macalaya National High School, Castilla District
11	Administrative Assistant II (Clerk IV)	OSEC- DECSB- ADAS2- 390700- 2016	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Senior High School - Castilla National High School



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					Education	Training	Experience	Eligibility		
12	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390737-2016	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Senior High School - Biriran National High School, Juban District
13	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-390749-2016	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Senior High School - San Rafael National High School, Castilla



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					Education	Training	Experience	Eligibility		
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-390049-2004	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Anywhere within the Division
15	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-390206-2018	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Dinapa National High School, Castilla District



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					Education	Training	Experience	Eligibility	
16	Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB- ADAS2- 390190- 2018	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Barcelona National Comprehensive High School
17	Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB- ADAS2- 390196- 2017	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Anywhere within the Division



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					Education	Training	Experience	Eligibility	
18	Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB- ADAS2- 390196- 2018	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Prieto Diaz National High School
19	Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB- ADAS2- 390021- 2008	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	San Francisco National High School, Bulan District



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20	Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB- ADAS2- 390176- 2017	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Gubat North Central School
21	Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB- ADAS2- 390180- 2017	8	20,534.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Matnog Central School



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22	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-390192-2017	8	20,534.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Olimpio A. Guarin Jr. National High School, Juban District
23	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-390147-2018	9	22,219.00	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Schools Division Office, DepEd Sorsogon Province - Personnel Section



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24	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-390152-2018	9	22,219.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Schools Division Office, DepEd Sorsogon Province - Personnel Section
25	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-390175-2017	9	22,219.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	Gubat North Central School



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26	Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB- ADAS3- 390160- 2017	9	22,219.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Calao National High School, Prieto Diaz District
27	Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB- ADAS3- 390178- 2017	9	22,219.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	Jose G. Alindogan Elementary School, Juban District



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28	Project Development Officer I	OSEC-DECSB-PDO1-390222-2016	11	28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	Senior High School / Anywhere within the Division