



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

November 4, 2024

**DIVISION MEMORANDUM**

No. 254, s. 2024

**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. 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 of the vacant positions listed below:

| <b>Position Title</b>         | <b>Number of Items</b> | <b>Place of Assignment</b>               |
|-------------------------------|------------------------|--|
| School Principal III          | 1                      | San Isidro (Alcoba) National High School |
| School Principal I            | 1                      | San Roque National High School           |
| Assistant School Principal II | 5                      | Senior High School                       |
| Master Teacher II             | 1                      | Gubat National High School               |
| Head Teacher III              | 3                      | Sta. Magdalena National High School      |
|                               |                        | Abucay National High School              |
|                               |                        | Pilar National Comprehensive HS          |

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 Number, Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, and Place of Assignment.
4. 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.



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5. 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.
6. The deadline for submission is on 15 NOV 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.***
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 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.
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<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla<br>Item No.                  | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |                                     |                         | Place of<br>Assignment |                                       |
|-----|--|--|------------------------------|-------------------|--|-------------------------------------|-------------------------|------------------------|---------------------------------------|
|     |  |  |                              |                   | Education  | Training                            | Experience              |                        |                                       |
| 1   | School Principal<br>III                                      | OSEC-<br>DECSB-SP3-<br>390020-<br>2022 | 21                           | 67,005.00         | Bachelor's degree in<br>Secondary<br>Education; or<br>Bachelor's degree<br>with 18<br>professional<br>education units + 6<br>units of management | 40 hours of<br>relevant<br>training | 2 years as<br>Principal | RA 1080<br>(Teacher)   | San Isidro<br>National High<br>School |



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| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.                          | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards  |                               |  |                   | Place of Assignment            |
|-----|--|---|------------------------|----------------|--|-------------------------------|--|-------------------|--------------------------------|
|     |  |   |                        |                | Education  | Training                      | Experience   | Eligibility       |                                |
| 2   | School Principall I                                    | OSEC-<br>DECSB-SP1-<br>391421-<br>2010      | 19                     | 53,873.00      | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units  | 40 hours of relevant training | Head Teacher (HT) for 1 year ; or Teacher-In-Charge (TIC) for 2 years ; or Master Teacher (MT) for 2 years ; Teacher for 5 years | RA 1080 (Teacher) | San Roque National High School |
| 3   | Assistant School Principall II                         | OSEC-<br>DECSB-<br>ASP2-<br>390288-<br>2016 | 19                     | 53,873.00      | Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in | 8 hours of relevant training  | 2 years of relevant experience   | RA 1080 (Teacher) | Senior High School             |



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|-----|--|---|---------------------------------|-------------------|--|------------------------------------|--------------------------------------|------------------------|--------------------|
|     |  |   |                                 |                   | Education  | Training                           | Experience                           |                        |                    |
| 4   | Assistant School<br>Principal II                             | OSEC-<br>DECSB-<br>ASP2-<br>390287-<br>2016 | 19                              | 53,873.00         | Bachelor's degree in<br>Education or its<br>equivalent with a<br>major and minor, or<br>Bachelor's degree in<br>Arts and<br>Sciences with at<br>least 18 units in<br>professional<br>education | 8 hours of<br>relevant<br>training | 2 years of<br>relevant<br>experience | RA 1080<br>(Teacher)   | Senior High School |



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|-----|--|---|------------------------------|-------------------|--|------------------------------------|--------------------------------------|------------------------|--------------------|
|     |  |   |                              |                   | Education  | Training                           | Experience                           |                        |                    |
| 5   | Assistant School<br>Principal II                             | OSEC-<br>DECSB-<br>ASP2-<br>390296-<br>2016 | 19                           | 53,873.00         | Bachelor's degree in<br>Education or its<br>equivalent with a<br>major and minor, or<br>Bachelor's degree in<br>Arts and<br>Sciences with at<br>least 18 units in<br>professional<br>education | 8 hours of<br>relevant<br>training | 2 years of<br>relevant<br>experience | RA 1080<br>(Teacher)   | Senior High School |
| 6   | Assistant School<br>Principal II                             | OSEC-<br>DECSB-<br>ASP2-<br>390282-<br>2016 | 19                           | 53,873.00         | Bachelor's degree in<br>Education or its<br>equivalent with a<br>major and minor, or<br>Bachelor's degree in<br>Arts and   | 8 hours of<br>relevant<br>training | 2 years of<br>relevant<br>experience | RA 1080<br>(Teacher)   | Senior High School |



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|-----|--|-----------------------------|------------------------|----------------|---|------------------------------|--------------------------------|---------------------|--------------------|
|     |  |                             |                        |                | Education   | Training                     | Experience                     |                     |                    |
| 7   | Assistant School Principal II                          | OSEC-DECSB-ASP2-390290-2016 | 19                     | 53,873.00      | Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (Teacher)   | Senior High School |



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|-----|--|---|------------------------|----------------|---|------------------------------|--|----------------------------|
|     |  |   |                        |                | Education   | Training                     | Experience   |                            |
| 8   | Master Teacher II                                      | OSEC-<br>DECSB-<br>MTCHR2-<br>390002-<br>2001 | 19                     | 53,873.00      | 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 | 4 hours of relevant training | 1 year as Master Teacher I or 4 years as Teacher III | Gubat National High School |



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|-----|--|--|------------------------|----------------|---|-------------------------------|---|-------------------|-------------------------------------|
|     |  |  |                        |                | Education   | Training                      | Experience                              | Eligibility       |                                     |
| 9   | Head Teacher III                                       | OSEC-<br>DECSB-<br>HTEACH3-<br>390006-<br>2000 | 16                     | 41,616.00      | 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 | HT for 2 years ; or Teacher for 5 years | RA 1080 (Teacher) | Sta. Magdalena National High School |
| 10  | Head Teacher III                                       | OSEC-<br>DECSB-<br>HTEACH3-<br>391048-<br>1998 | 16                     | 41,616.00      | 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 | HT for 2 years ; or Teacher for 5 years | RA 1080 (Teacher) | Abucay National High School         |



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|-----|--|--|---------------------------------|-------------------|--|-------------------------------------|---|------------------------|--|
|     |  |  |                                 |                   | Education  | Training                            | Experience                                    |                        |  |
| 11  | Head Teacher III   | OSEC-<br>DECSB-<br>HTEACH3-<br>390201-<br>2021 | 16                              | 41,616.00         | Bachelor's degree in<br>Secondary Education<br>; or Bachelor's degree<br>with 18<br>professional<br>education units with<br>appropriate field of<br>specialization | 24 hours of<br>relevant<br>training | HT for 2 years ;<br>or Teacher for 5<br>years | RA 1080<br>(Teacher)   | Pilar National<br>Comprehensive<br>High School |



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**CHECKLIST OF REQUIREMENTS**

Application Code: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

|  |   |         |
|--|---|---------|
| Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) | Status of Submission<br>(To be filled-out by the applicant; check if submitted) | Remarks |
|  | Status of Submission<br>(Check if completed)                                    |         |

|    |   |  |  |
|----|---|--|--|
| a. | Letter of intent addressed to the Head of Office or highest human resource officer  |  |  |
| b. | Duly 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 Rating 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: (OO No. 415-2023)  |  |  |
|    | Means of Verification (MVA) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned 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 \_\_\_\_\_

Person Administering Oath

In consonance with Republic Act No. 8792 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 a) [where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.