



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 200 s, 2026

JUL 06 2026

**ANNOUNCEMENT OF VACANCIES FOR
 TEACHING AND NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
 CHIEFS – SGOD, CID
 Public Schools District Supervisors
 Administrative Officer V
 Division HRMPSB
 All Interested Qualified Applicants
 All Others Concerned

1. This is to announce the vacancy for the position of Master Teacher I (Secondary), Teacher III (Secondary), Project Development Officer I, Administrative Officer II (Budget Officer I), Administrative Officer II (Fiscal Examiner), Administrative Officer II (Information Officer I), Administrative Officer II (HRMO I), and Administrative Officer I (Supply Officer I). All interested applicants whether internal or external to DepEd, are advised to submit their applications based on the guidelines on recruitment and selection as stipulated in **DepEd Order No. 20, s. 2024 Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions and Enclosure No.5 to DepEd Order No. 7 s. 2023, Criteria and Point System for Hiring and Promotion to Non-teaching Positions.**

2. Below are the minimum qualification standards:

Position Title	Education	Training	Experience	Eligibility
Master Teacher I (Secondary)	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher -Secondary)



 City Hall Compound, Cabid-an,
 East District, Sorsogon City
 sorsogon.city@deped.gov.ph
 depedsorsogoncity.com



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

Teacher III (Secondary) (Values Education)	Bachelor's Degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher – Secondary)
Project Development Officer I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Budget Officer I)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Fiscal Examiner I)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Information Officer I)	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer II (HRMO I)	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	Bachelor's degree	None Required	None Required	Career Service Professional (Second Level Eligibility)

3. Enclosed to this Memorandum are the following
- Enclosure No. 1: Notice of Vacancy and Pertinent Information of the Vacant Position
 - Enclosure No. 2: Documentary Requirements
 - Enclosure No. 3: Schedule of Activities Relative to the Recruitment and Selection
 - Enclosure No. 4: Checklist of Requirements and Omnibus Sworn Statement
4. The documentary requirements shall be submitted through online at <https://depedsorsogoncity.net/applicants/login.php> in **PDF file only** on or before JUL 17 2026. No documents will be accepted at our office. No additional documents shall be accepted after the deadline. Furthermore, **ensure you have all the photocopied documentary requirements with you during the assessment, as they will be needed by the HRMPSB.**

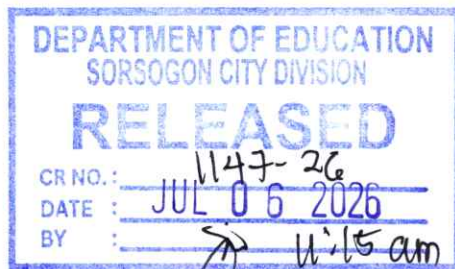


Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

5. Individuals who failed to submit complete mandatory requirements (Items A to J of Encl. No. 2) on the set deadline shall not be included in the pool of official applicants.
6. All official applicants in the pool shall be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
7. This Office promotes Equal Employment Opportunity to all interested qualified applicants, without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability or any other characteristic protected by law.
8. Persons with Disability may request for assistance from the Human Resource Management Office prior to scheduled date of comparative assessment. The HRMPSB shall provide auxiliary aids and other materials according to their needs.
9. In compliance to the provision of the guidelines, this announcement shall be posted on the SDO Sorsogon City website, CSC website, Facebook page and at SDO bulletin board.
10. For information dissemination, guidance, and strict compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. s. 2026

NOTICE OF VACANCY

POSITION PROFILE	
Position: Master Teacher I (Secondary)	Monthly Salary: Php 53, 818.00 Salary Grade: 18
Place of Assignment: Celestino G. Tabuena MNHS ; Sorsogon NHS	
No. of Vacancy/ ies: 3	
Item Number(s): OSEC-DECSB-MTCHR1-390080-2020; OSEC-DECSB-MTCHR1-393820-1998; OSEC-DECSB-MTCHR1-390167-2020	
CSC QUALIFICATION STANDARD :	
Education	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area
Experience	5 years teaching experience
Training	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)
Eligibility	RA 1080, as amended (Teacher - Secondary)
DUTIES AND RESPONSIBILITIES:	
<ol style="list-style-type: none">1. Provides technical assistance to teachers to improve their competencies2. Takes active participation in the planning and implementation of training programs in school, district and division levels3. Initiates improvement in instructional programs4. Leads in the preparation of instructional materials5. Introduces innovative teaching approaches and strategies6. Serves as demonstration teacher, facilitator or resource person at the school level7. Performs regular class monitoring using process observation tools8. Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers9. Represents the school in conferences or events as delegated by the school head10. Conducts post conferences with teachers for feedback on teaching-learning process11. Participates actively in school strategic planning process involving internal and external stakeholders12. Carries regular teaching loads for the assigned grade/subject13. Conducts at least one action research every year14. Takes charge of the school reading recovery program15. Teaches/Takes over the class if the assigned teacher is absent; works beyond official time16. Enriches the curriculum of his/her field of specialization17. Rates teachers' performance twice a year18. Serves as OIC of the school in the absence of the school head19. Functions as head/coordinator of the department20. Consolidates and interprets competency assessment results	



 City Hall Compound, Cabid-an,
East District, Sorsogon City
 sorsogon.city@deped.gov.ph
 depedsorsogoncity.com



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

21. Designs and validates training programs for teachers
22. Checks, improves and prepares sample lesson plans for the assigned grade/subject area
23. Interprets test results and utilizes them for improvement of instruction
24. Helps identify potential demonstration teachers
25. Gives demonstration to new/striving teachers

POSITION PROFILE

Position: Teacher III (Secondary – Values Education)	Monthly Salary: Php 36, 125.00 Salary Grade: 13
---	--

Place of Assignment: Celestino G. Tabuena MNHS

No. of Vacancy/ies: **1**

Item Number(s): **OSEC-DECSB-TCH3-390449-2010**

CSC QUALIFICATION STANDARD :

Education	2 years teaching experience
Experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Training	RA 1080, as amended (Teacher – Secondary)
Eligibility	2 years teaching experience

DUTIES AND RESPONSIBILITIES:

Teaching-Learning Process

- Prepared lesson plans and daily logs of activities including appropriate, adequate and updated instructional materials
- Facilitated learning in the elementary and secondary schools through functional lessons plans, daily logs and innovative teaching strategies
- Initiated discipline of students including classroom rules, guidelines and individual and group tasks
- Monitored attendance, diversity appreciation, safe, positive and motivating environment, overall physical atmosphere, cleanliness and orderliness of classrooms including proper waste disposal.

Pupils/Students Outcomes

- Monitored and evaluated and maintained pupils/ students' progress
- Conducted remediation/enrichment programs to improve performance indicators
- Maintained updated pupils/students' school records
- Attained the required GSA for grade level and learning areas

Community Involvement

- Conducted regular/periodic PTA meetings/conferences
- Visited parents of students needing academic monitoring/follow-up
- Undertaken/initiated projects/events/activities with external funding/sponsorship

Professional Growth and Development

- Conducted Action Research
- Participated in activities such as teachers' association, etc.
- Produced publications/creative work for school paper/division publication
- Received special awards/citation/recognition for exemplary performance



 City Hall Compound, Cabid-an,
 East District, Sorsogon City
 sorsogon.city@deped.gov.ph
 depedsorsogoncity.com



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

POSITION PROFILE	
Position: Project Development Officer I	Monthly Salary: Php 31, 705.00 Salary Grade: 11
Place of Assignment: Rawis SHS, Sorsogon East CS, Sto. Niño IS, Sorsogon NHS, Rizal INS, Rawis NHS, Bogna IS	
No. of Vacancy/ ies: 7	
Item Number(s): OSEC-DECSB-PDO1-390211-2026, OSEC-DECSB-PDO1-390212-2026, OSEC-DECSB-PDO1-390208-2026, OSEC-DECSB-PDO1-390209-2026, OSEC-DECSB-PDO1-390210-2026, OSEC-DECSB-PDO1-390207-2026, OSEC-DECSB-PDO1-390206-2026	
CSC QUALIFICATION STANDARD :	
Education	Bachelor's degree relevant to the job
Experience	None Required
Training	None Required
Eligibility	Career Service (Professional) Second Level Eligibility
JOB SUMMARY: Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.	
DUTIES AND RESPONSIBILITIES:	
Program Management and Implementation	
<ol style="list-style-type: none"> 1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidated the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports g. Provide support to the School Planning Team (SET) in the preparation and implementation of School plans. 	
Program Coordination and Partnerships	
<ol style="list-style-type: none"> 1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders 	
Advocacy	
<ol style="list-style-type: none"> 1. Disseminate advocacy resource materials to increase the awareness and understanding 	
Secondary Duties	
<ol style="list-style-type: none"> 1. As may be assigned by the Supervisor 	





Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

POSITION PROFILE	
Position: Administrative Officer II (Budget Officer I)	Monthly Salary: Php 31, 705.00 Salary Grade: 11
Place of Assignment: BALOGO ES (BED), CANARUM ES, JAMISLAGAN ES, PEÑAFRANCIA ES, RAWIS NHS	
No. of Vacancy/ ies: 5	
Item Number(s): OSEC-DECSB-ADOF2-390382-2026, OSEC-DECSB-ADOF2-390384-2026, OSEC-DECSB-ADOF2-390385-2026, OSEC-DECSB-ADOF2-390387-2026, OSEC-DECSB-ADOF2-390398-2026	
CSC QUALIFICATION STANDARD :	
Education	Bachelor's degree relevant to the job
Experience	None Required
Training	None Required
Eligibility	Career Service (Professional) Second Level Eligibility
JOB DESCRIPTION	
Under general supervision, performs technical and administrative support services functions relevant to the job. Prepares Budget and Financial Accountability Reports (BFARs) and maintains financial records and does related works.	
Functions and Responsibilities:	
<ol style="list-style-type: none"> 1.Preparation of the Annual Budget Proposal and Budgetary Forms; 2.Review and evaluate Project Procurement Management Plans (PPMP) of Bureaus based on the Work and Financial Plan; 3.Generation of budgetary reports through the URS; 4.Prepare budgetary reports as well as other report for the budget hearing purposes, and COA requirements; 5.Coordinate with the Department of Budget and Management in connection to the implementation of URS 6.Provision of technical assistance on financial concerns; 7.Prepare draft letters, memoranda and the likes; and 8.Performs other tasks that may be assigned by the immediate supervisor/s. 	
Job Outputs:	
<ol style="list-style-type: none"> 1.Annual Budget Proposal and Budgetary Forms; 2.Project Procurement Management Plans (PPMP); 3.Monthly Status of Allotments, Obligations, Balances and Disbursements (SAOBD); 4.Letters, memorandum and the likes; and 5.Performs other tasks that may be assigned by the immediate supervisor/s. 	





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

POSITION PROFILE

Position: Administrative Officer II (Fiscal Examiner I)

Monthly Salary: **Php 31, 705.00**

Salary Grade: **11**

Place of Assignment: STA. LUCIA ES, DEL ROSARIO ES, SAN PASCUAL ES, CELESTINO G. TABUENA, RAWIS SHS

No. of Vacancy/ ies: 5

Item Number(s): OSEC-DECSB-ADOF2-390386-2026, OSEC-DECSB-ADOF2-390390-2026, OSEC-DECSB-ADOF2-390393-2026, OSEC-DECSB-ADOF2-390396-2026, OSEC-DECSB-ADOF2-390400-2026

CSC QUALIFICATION STANDARD :

Education Bachelor's degree relevant to the job

Experience None Required

Training None Required

Eligibility Career Service (Professional) Second Level Eligibility

Duties and Responsibilities:

- a. **Financial tasks:** Prepare financial reports, process payrolls, and maintain financial records
 - b. **Budgeting:** Prepare Budget Execution Documents (BEDs) and Financial Accountability Reports (FARs)
 - c. **Property management:** Prepare and submit reports on property accountability
 - d. **Personnel administration:** Recruit, keep records, and perform other personnel services
 - e. **General administrative support:** Assist with plans, budgets, and other administrative functions
 - f. **Monitoring:** Monitor and report on the use of allocations.
 - g. **Other tasks:** Perform other functions as assigned by the immediate supervisor



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

POSITION PROFILE

**Position: Administrative Officer II
 (Information Officer I)**

Monthly Salary: **Php 31, 705.00**
 Salary Grade: **11**

Place of Assignment: BATO ES, CABARBUHAN ES, GAJO ES, SAN ISIDRO NHS, SUGOD SHS

No. of Vacancy/ ies: **5**

Item Number(s): OSEC-DECSB-ADOF2-390383-2026, OSEC-DECSB-ADOF2-390389-2026, OSEC-DECSB-ADOF2-390391-2026, OSEC-DECSB-ADOF2-390399-2026, OSEC-DECSB-ADOF2-390401-2026

CSC QUALIFICATION STANDARD :

Education Bachelor's degree

Experience None Required

Training None Required

Eligibility Career Service (Professional) Second Level Eligibility

Duties and Responsibilities:

Specific Responsibilities:

Content Creation and Monitoring:

- Developing and planning content for social media and other online platforms.
- Monitoring online presence, including social media accounts and the school's website.

Communication and Media Relations:

- Acting as a point of contact for media inquiries and the public.
- Supporting the school administration in responding to media requests and addressing public concerns.
- Preparing and disseminating press releases, announcements, and other communications.

Information Dissemination:

- Ensuring the accurate and timely delivery of information to the public, staff, and students.
- Providing information on school policies, programs, and events.

Administrative Support:

- Writing reports, minutes of meetings, and other administrative documents.
- Assisting with the design and development of IEC (Information, Education, and Communication) materials.

Other Responsibilities:

- Providing media relations support to the school.
- Assisting with the development of communication strategies.
- Monitoring and reporting on relevant news and information.

Specific examples in a school setting:

- Managing the school's social media accounts, posting updates on school events, achievements, and news.
- Drafting and distributing school newsletters and announcements.
- Responding to media inquiries about school-related matters.
- Collaborating with school administration to develop communication strategies for various stakeholders.





Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

POSITION PROFILE

Position: Administrative Officer II (HRMO I)		Monthly Salary: Php 31, 705.00
		Salary Grade: 11
Place of Assignment: ANASTACIO ES, BUCALBUCALAN ES, SAN VICENTE ES, MARINAS II ES, BUHATAN NHS		
No. of Vacancy/ ies: 5		
Item Number(s): OSEC-DECSB-ADOF2-390388-2026, OSEC-DECSB-ADOF2-390392-2026, OSEC-DECSB-ADOF2-390394-2026, OSEC-DECSB-ADOF2-390395-2026, OSEC-DECSB-ADOF2-390397-2026		
CSC QUALIFICATION STANDARD:		
Education	Bachelor's degree	
Experience	None Required	
Training	None Required	
Eligibility	Career Service (Professional) Second Level Eligibility	

DUTIES AND RESPONSIBILITIES:

JOB SUMMARY:

This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

RECRUITMENT AND SELECTION

Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:

- Recruitment and selection of applicants in the school assigned
- Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment
- Prepare ERF of qualified teachers and submit to SDO for processing

PERSONNEL RECORDS

- Update regularly 201 files and maintain database of personal information of school personnel
- Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
- Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
- Monitor and record attendance/absence of school personnel and report to school head issues and concerns relative thereto
- Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
- Update vacation service/leave credits of school personnel and regularly communicate to all concerned
- Maintain the confidentiality of personal information of school personnel to which he/she has legal access
- Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

COMPENSATION AND BENEFITS

- a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pat, etc.)
- b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification
- c. Process retirement /separation benefits of school personnel for indorsement by the school head to the SDO

OTHER HR - RELATED FUNCTIONS

- a. Update school personnel of the latest HR-related policies
- b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school
- c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
- d. Prepare and submit HR-related reports to school head/HRMO
- e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
- f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.

PROPERTY CUSTODIANSHIP

- a. Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head.
- b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
- c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials
- d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
- e. Prepare and submit reports on all property accountability of the school.

GENERAL ADMINISTRATIVE SUPPORT

- a. Assist the school head in the preparation of School Form 7 (SF 7)/ loading of teachers
- b. Assist the school planning team in the preparation of SIP/AIP
- c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
- d. Perform other functions as may be assigned by the immediate supervisor.

FINANCIAL MANAGEMENT

- a. Assist the School Head on the preparation of the following documents such as but not limited to:
 - Cash disbursement register
 - Authority to debit/ credit account
 - Liquidation reports including supporting documents
- b. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
- c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
- d. Provide assistance to other financial-related task of the School Head.
- e. Perform other functions as may be assigned by the School Head.



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

POSITION PROFILE

Position: Administrative Officer I (Supply Officer I)

Monthly Salary: **Php 26, 917.00**
 Salary Grade: **10**

Place of Assignment: Sorsogon National High School

No. of Vacancy/ ies: **1**

Item Number(s): OSEC-DECSB-ADOF1-390070-2004

CSC QUALIFICATION STANDARD :

Education Bachelor's degree

Experience None Required

Training None Required

Eligibility Career Service (Professional) Second Level Eligibility

Duties and Responsibilities:

1. Performs phases of supply management functions such as procurement of supplies and materials at DMB-PS, equipment and other items using various modes of procurement.
2. Determines actual needs of requisitioners and checks requisitions and prepares purchase request based on existing stocks and needs.
3. Makes canvass of competitive prices of goods in the open market, prepares abstract of bids in case of alternative mode of procurement
4. Prepares contracts/purchase orders
5. Checks and accounts deliveries based on contracts/purchase orders or any appropriate document either locally/division/regional/central office procured or donated and stores them accordingly
6. Issues items to end users using appropriate forms such as ICS, ARE, IRP, IRS, etc.
7. Maintains stocks, conducts inventory, maintains accurate records of all properties and submits reports as to items issued every month, inventory reports, etc.
8. Segregates wasted items and non-serviceable properties
9. Issues clearance and keeps records of accountable employees and officials.



 City Hall Compound, Cabid-an,
 East District, Sorsogon City
 sorsogon.city@deped.gov.ph
 depedsorsogoncity.com



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

Enclosure No. 2 to Division Memorandum No. s. 2026

Documents Requirements:

- A. Letter of intent addressed to the Schools Division Superintendent;
- B. Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet;
- 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 postgraduate 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 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 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, notarized by authorized official).

K. Other documents for comparative assessment:

- I. Means of Verification showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - **Outstanding Employee Award**
 - a. Memo or document showing the Criteria for the Search
 - b. Certificate of Recognition/ Merit
 - **Research and Innovation**
 - a. Proposal duly approved by the Head of Office of the designated Research Committee per DO No. 16 s. 2017
 - b. Accomplishment Report verified by the Head of Office
 - c. Certification of utilization of the innovation or research, within the school/ office duly signed by the Head of Office
 - d. Certification of adoption of the innovation or research by another school/ office duly signed by the Head of Office
 - e. Proof of citation by other researchers (whose study/ research is likewise approved by authorized body) of the concept/s developed in the research
 - **Subject Matter Expert/ Membership in National TWGs or Committees**
 - a. Issuance or Memorandum showing the membership in NTWG or Committee;
 - b. Certificate of Participation or Attendance
 - c. Output/Adoption by the organization/DepEd.
 - **Resource Speakership/ Learning Facilitation**
 - a. Issuance/Memorandum/Invitation/ Training Matrix
 - b. Certificate of Recognition/ Merit/ Commendation/Appreciation
 - c. Slide deck/ s used and/or Session guide/s



 City Hall Compound, Cabid-an,
East District, Sorsogon City
 sorsogon.city@deped.gov.ph
 depedsorsogoncity.com



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

- **NEAP Accredited Learning Facilitator**
 - a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- **Application of Education**
 - a. Action plan approved by the Head of Office
 - b. Accomplishment Report verified by the Head of Office
 - c. Certification of the utilization/ adoption signed by the Head of Office
- **Application of Learning and Development (L&D)**
 - a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention aligned with the core tasks in the current or previous position
 - b. Action Plan/Re-entry Action Plan/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/ attended, duly approved by the Head of Office
 - c. Accomplishment Report together with a General Certification that the L&D intervention was used/ adopted by the office at the local level
 - d. Accomplishment Report together with a General Certification that the L&D intervention was used/ adopted by a different office at the local/ higher level.

II. Performance

- 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.

*For Internal applicants, performance rating shall be derived from RPMS Individual Performance Commitment and Review (IPCR) Form relevant to the position

*For External applicants, shall submit a certificate of rating which must be supported with the Performance Evaluation Tool

Note: Meeting the minimum Qualification Standards for Education, Training and Experience (ETE) shall be given zero (0) points. The points for ETE corresponding the applicant's qualifications exceeding the Qualification Standards of the position, shall be computed using the Increments Table and the Rubrics for Computation of Points for ETE as provided for in the Enclosure Nos. 4 and 5 of DO 7 s. 2023. Only those qualifications that are relevant to the position to be filled shall be given points.



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

Enclosure No. 3 to Division Memorandum No. s. 2026

Schedule of Activities

Activity	Dates	Person/ s Involved
Submission and Receipt of Application Documents		All Interested Applicants
Initial Evaluation of the Qualifications of Applicants		Human Resource Management Officer
Posting of Initial Evaluation Results		Human Resource Management Officer
Comparative Assessment of Applicants		Human Resource Merit Promotion & Selection Board
Posting of Comparative Assessment Result		Human Resource Management Officer/ HRMPSB Secretariat
Background Investigation		Appointing Authority Human Resource Management Officer



Republic of the Philippines
 Department of Education
 REGION V
 SCHOOLS DIVISION OF SORSOGON CITY

CHECKLIST OF REQUIREMENTS

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

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
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 Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 assessment, 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 (Annex C)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) 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 ON 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) (w)here 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.