



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



August 30, 2023

MEMORANDUM
 No. 053, s. 2023

NOTICE OF VACANCY FOR TEACHING-RELATED POSITION

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Division HRMPSB Chair and Members
 Public Elementary and Secondary School Heads
 SDO Units & Section Heads
 All Interested Applicants
 All Others Concerned

- In compliance with the rules on publication of vacant positions, the following positions are being published and opened for ranking by this Office for the information and guidance of all interested qualified applicants, to wit:

ITEM POSITION: PUBLIC SCHOOLS DISTRICT SUPERVISOR	
SALARY GRADE:	22
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	CID-SDO
QUALIFICATION STANDARDS	
EDUCATION:	Master's Degree in Education or other relevant Master's Degree
EXPERIENCE:	5 years cumulative experience in Instructional Supervision and School Management
TRAINING:	16 hours of relevant training
ELIGIBILITY:	RA No. 1080
HIRING GUIDELINES: D.O. 007, s. 2023	



📍: Jolly T. Fernandez Avenue, City of Masbate 5400
 ☎️: (056) 3336142, 09388657680, 09508860381
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2. Including among others, the General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities) of the indicated vacancies can be browsed thru the official website at www.depedmasbatecity.com.
3. All interested applicants, whether internal or external to DepEd, shall submit the following documentary requirements to the SDO Records Unit on or before the deadline as indicated herein. Submission must be in two (2) long folders with proper tabbing. Additionally, a soft copy shall be submitted along with the hard copies in PDF format using Cam Scanner or a similar tool.
 - a. Letter of Intent addressed to 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 authenticated PRC License/ID, and authenticated good standing, if applicable;
 - d. Photocopy of CSC Certificate of Eligibility/Rating, Authenticated from CSC, if applicable;
 - e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of postgraduate units/degrees, if applicable;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Certificate of Employment, Contract of Service, 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 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), (see DepEd 07, s. 2023) notarized by the authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - I. 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; and
 - II. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item 3.i is not relevant to the position to be filled, if applicable.

Note: Original documents will be required during the assessment/deliberation.



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4. Online submission of electronic copies of the above-enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
5. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 3.k) shall not warrant exclusion from the pool of official applicants.
6. The deadline for submission will be on **September 12, 2023**.
7. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.
8. All official applicants in the pool shall be assigned with an application code to ensure the objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent documents submitted shall be grounds for disqualification.
10. Applicants shall be notified about the pre-assessment orientation schedule before the final evaluation of documents, written examination, and interview by the Human Resource Merit Promotion and Selection Board (HRMPSB). Qualified applicants as screened initially by the Human Resource Management Officer (HRMO) shall be announced in a separate issuance.
11. The schedule of the actual assessment, written examination, interview, and other activities pertaining to the assessment process shall be announced in a separate issuance.
12. Adhering to the Equal Employment Opportunity Principle (EEOP), this Office considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity and status, religion, ethnicity, political affiliations, or any other characteristics protected by law.

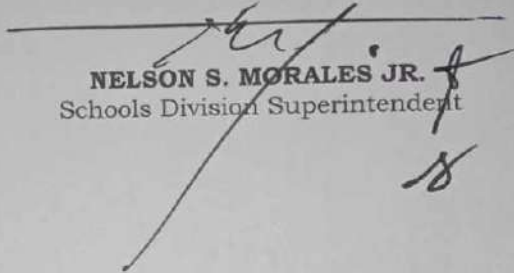


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13. Applicants with special needs are hereby advised to write a letter, Attention: Head of Secretariat, Division HRMP SB, stating therein their specific needs such as a wheelchair, presence of an interpreter, in cases of deaf-mute applicants among others. This will enable the management to prepare such specific requests prior to the actual assessment.
14. Further, school heads are hereby directed to disseminate this Notice of Vacancy by posting the same in conspicuous places such as bulletin boards or any other means or communication platforms to expand the reach of information and dissemination system to give qualified applicants wider access to this issuance.
15. For information, guidance, and compliance.


NELSON S. MORALES JR.
Schools Division Superintendent



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