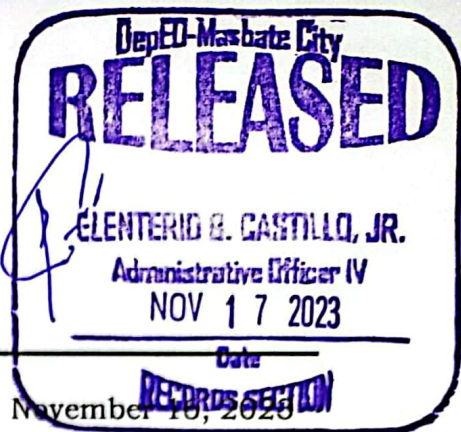




Republic of the Philippines
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MEMORANDUM
 No. 083, s. 2023

NOTICE OF VACANCY AND ASSESSMENT OF APPLICANTS FOR NON-TEACHING AND RELATED TEACHING POSITIONS

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

- 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: MEDICAL OFFICER III	
SALARY GRADE:	21
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	SDO
QUALIFICATION STANDARDS	
EDUCATION:	Doctor of Medicine (Preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)
EXPERIENCE:	At least 1 year of relevant experience in the practice of Medicine
TRAINING:	4 hours of relevant training
ELIGIBILITY:	RA No. 1080 (Physician's Licensure Exam)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	





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ITEM POSITION: SCHOOL LIBRARIAN III	
SALARY GRADE:	13
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	MNCHS
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's degree in library science or information Science or Bachelor of Science in Education/Arts Major in Library Science
EXPERIENCE:	1 year of relevant experience
TRAINING:	4 hours of relevant experience
ELIGIBILITY:	RA No. 1080
REFERENCE/GUIDELINES: D.O. 007, s. 2023	





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ITEM POSITION: ADMINISTRATIVE OFFICER II	
SALARY GRADE:	11
NO. OF VACANCY:	3
PLACE OF ASSIGNMENT:	Elementary School
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's Degree
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service Professional (Second Level Eligibility)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: SCHOOL PRINCIPAL II (ELEMENTARY)	
SALARY GRADE:	19
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	Elementary School
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units
EXPERIENCE:	1 year as Principal
TRAINING:	40 hours of relevant training
ELIGIBILITY:	RA No. 1080 (Teacher)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	



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ITEM POSITION: ASSISTANT SCHOOL PRINCIPAL II (SHS)	
SALARY GRADE:	19
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	Secondary School
QUALIFICATION STANDARDS	
EDUCATION:	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 professional education units.
EXPERIENCE:	2 years of relevant experience
TRAINING:	8 hours of relevant experience
ELIGIBILITY:	RA No. 1080 (Teacher)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: HEAD TEACHER VI (SECONDARY) (TLE AND SOCIAL STUDIES)	
SALARY GRADE:	19
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	MNCHS
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization
EXPERIENCE:	HT for 5 years; or MT for 4 years
TRAINING:	24 hours of relevant training
ELIGIBILITY:	RA No. 1080 (Teacher)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	





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ITEM POSITION: PROJECT DEVELOPMENT OFFICER I (Youth Formation Coordinator)	
SALARY GRADE:	11
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	Elementary School
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's degree relevant to the job
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service (Professional)/Second Level Eligibility
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: ADMINISTRATIVE ASSISTANT III (CLERICAL)	
SALARY GRADE:	9
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	SDO
QUALIFICATION STANDARDS	
EDUCATION:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
EXPERIENCE:	1 year of relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	





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ITEM POSITION: ADMINISTRATIVE AIDE VI (Clerical)	
SALARY GRADE:	6
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	SDO
QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years studies in college
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service Professional (First Level Eligibility)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: ADMINISTRATIVE AIDE I (Utility)	
SALARY GRADE:	3
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	Elementary School
QUALIFICATION STANDARDS	
EDUCATION:	Must be able to read and write
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	None required
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

2. Including among others, the General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities) of the indicated vacancies can be browsed through the official website at www.depedmasbatecity.com.





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3. 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 one (1) long folder with proper tabbing.
- 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.

4. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that "(e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and (w)here the law requires documents to be in writing, that requirement is met by an electronic document if



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the said electronic document maintains its integrity and reliability and can be authenticated so as to be useable for subsequent reference,” 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 the official 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. Deadline for submission will be on **November 24, 2023.**
7. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.
8. 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.
9. 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.
10. The schedule of the actual assessment, written examination, interview, and other activities pertaining to the assessment process shall be announced in a separate advisory.
11. 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.
12. Applicants with special needs are hereby advised to write a letter addressed to the Secretariat Head of the Division HRMPSB, Attention: Head of Secretariat, 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.



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13. Applicants who have joined the previous assessment for Administrative Officer II and Administrative Assistant III may opt to manifest their intent through a formal letter stating as to whether their results will either be retained or submit additional documents for reassessment purposes.
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