



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



MEMORANDUM
No. 08, s. 2024

NOTICE OF VACANCY 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 HRMP SB Chair and Members
Public Elementary and Secondary School Heads
SDO Units & Section Heads
All Interested Applicants

1. 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: HEAD TEACHER III (SCIENCE)	
SALARY GRADE:	16
NO. OF VACANCY:	1
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 2 years; or Teacher for 5 years
TRAINING:	24 hours of relevant training
ELIGIBILITY:	RA No. 1080 (Teacher)
REFERENCE/GUIDELINES: D.O. 007, s. 2023; D.O. 39 s. 2007	



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ITEM POSITION: HEAD TEACHER VI (ENGLISH & 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; D.O. 39 s. 2007	

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: ACCOUNTANT I	
SALARY GRADE:	18
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	MNCHS
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's degree in Commerce/Business Administration Major in Accounting
EXPERIENCE:	2 years of relevant experience
TRAINING:	8 hours of relevant training
ELIGIBILITY:	RA 1080 (CPA)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

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: SENIOR BOOKKEEPER	
SALARY GRADE:	9
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	Elementary School
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college preferably with at least nine (9) units in accounting
EXPERIENCE:	1 year relevant experience in accounting tasks/activities
TRAINING:	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
Preferably computer literate.	
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: ADMINISTRATIVE ASSISTANT III	
SALARY GRADE:	9
NO. OF VACANCY:	3
PLACE OF ASSIGNMENT:	BOLO NHS / COLMHS / BANTIGUE HS
QUALIFICATION STANDARDS	
EDUCATION:	Completion of two-year studies in college
EXPERIENCE:	1 year of relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
Preferably computer literate.	
REFERENCE/GUIDELINES: D.O. 007, s. 2023	



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ITEM POSITION: ADMINISTRATIVE ASSISTANT II	
SALARY GRADE:	8
NO. OF VACANCY:	2
PLACE OF ASSIGNMENT:	SDO / BAYOMBON HS
QUALIFICATION STANDARDS	
EDUCATION:	Completion of two-year studies in college
EXPERIENCE:	1 year of relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
Preferably computer literate.	
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: ADMINISTRATIVE AIDE VI	
SALARY GRADE:	6
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	OSDS
QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years studies in college
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
Preferably computer literate.	
REFERENCE/GUIDELINES: D.O. 007, s. 2023	



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ITEM POSITION: ADMINISTRATIVE AIDE IV	
SALARY GRADE:	1
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	MNCHS
QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years studies in college
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: ADMINISTRATIVE AIDE III	
SALARY GRADE:	1
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	MNCHS
QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years studies in college
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service Sub-Professional (First Level Eligibility)
REFERENCE/GUIDELINES: D.O. 007, s. 2023	

ITEM POSITION: ADMINISTRATIVE AIDE I	
SALARY GRADE:	1
NO. OF VACANCY:	1
PLACE OF ASSIGNMENT:	ELEMENTARY
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	



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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 through the official website at www.depedmasbatecity.com.
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 of documents must be in two envelopes. The first envelope, referred as the QS envelop shall contain photocopied documents in relation with the QS of the position applying for, to wit:
 - 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;
4. The second envelope, on the other hand, shall contain documents for assessment which will be the basis in giving points per criteria, following the DepEd Guidelines appropriate for the position to be filled.
 - a. Photocopy of Certificate/s of Training, if applicable
 - b. 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;
 - c. Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/are applicable;
 - d. Basic required documents such as but not limited to:
 - i. Photocopy of latest appointment
 - ii. 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;
 - e. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:



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- 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 4(b) is not relevant to the position to be filled, if applicable.

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

5. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that "electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and where the law requires documents 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 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.
6. Individuals who failed to submit complete mandatory documents (Envelope 1 and 2) 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 4.e) shall not warrant exclusion from the pool of official applicants.
7. Deadline for submission will be on **March 11, 2024.**
8. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum.
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 4.d.ii), 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.



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11. The schedule of the actual assessment, written examination, interview, and other activities pertaining to the assessment process shall be announced in a separate advisory.
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.
13. 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.
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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