



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

July 1, 2026

DIVISION MEMORANDUM

No. **219** s. 2026

**ANNOUNCEMENT OF VACANCIES FOR NEW ADMINISTRATIVE OFFICER II,
 NEW PROJECT DEVELOPMENT OFFICER I, NEW SECONDARY SCHOOL PRINCIPAL I,
 AND VARIOUS NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
 Division Human Resource Merit Promotion and Selection Board
 Chiefs – CID and SGOD
 Public Schools District Supervisors / OIC-PSDSs
 Interested Applicants
 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 following vacant positions:

POSITION TITLE	NUMBER OF VACANCY/ IES	PLACE OF ASSIGNMENT
Administrative Aide III (Clerk I)	1	Bulacao National High School, Gubat
Administrative Aide VI (Clerk III)	2	Anywhere within the Division (Office of the SDS PSIPOP)
Administrative Assistant II (Clerk IV)	1	Anywhere within the Division (Office of the SDS PSIPOP)
Administrative Assistant III (Secretary II)	1	SDO Sorsogon - Personnel Section
Administrative Officer II	1	Casiguran Technical Voc. School
	1	Magallanes National Voc. School
	1	Olimpio A. Guarin Jr. National HS, Juban
	1	Pili National HS, Magallanes
	1	Sisigon Integrated School, Matnog
	1	Talaonga NHS, Sta. Magdalena
	135	Elementary Schools (Anywhere within the Division)
Project Development Officer I	1	Abucay National High School, Pilar
	1	Bagacay National HS, Gubat
	1	Barcelona National CHS, Barcelona
	1	Bayasong National HS, Pilar
	1	Buhang National HS, Bulusan



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

POSITION TITLE	NUMBER OF VACANCY/ IES	PLACE OF ASSIGNMENT
Project Development Officer I	1	Bulan National High School, Bulan
	1	Bulusan High School, Bulusan
	1	Calao National HS, Prieto Diaz
	1	Calintaan Integrated School, Matnog
	1	Casiguran Technical Voc. School
	1	Castilla National HS, Castilla
	1	Cumadcad National HS, Castilla
	1	Dinapa National HS, Castilla
	1	Donsol National CHS, Donsol
	1	Donsol Vocational High School
	1	Donsol Voc. HS, Gimagaan Annex
	1	Gabao National High School, Irosin
	1	Gallanosa National HS, Irosin
	1	Gubat National High School, Gubat
	1	JP Laurel High School, Bulan
	1	Juban High School, Juban
	1	Magallanes National High School
	1	Matnog National HS, Matnog
	1	Palanas National High School, Pilar
	1	Patag Integrated School, Irosin
	1	Pilar National Comp. HS, Pilar
	1	Prieto Diaz National HS, Prieto Diaz
	1	Rizal National High School, Gubat
	1	Salvacion High School, Pilar
	1	San Antonio High School, Barcelona
	1	San Francisco National HS, Bulan
	1	San Juan National HS, Casiguran
	1	San Rafael National HS, Castilla
	1	Santa Magdalena National High School
	1	Sisigon Integrated School, Matnog
	1	Sta. Cruz National High School, Donsol
	1	Sua High School, Matnog
	1	Vinisitahan Integrated School, Donsol
18	Elementary Schools (Anywhere within the Division)	
School Principal I	1	Banuang Gurang National HS, Donsol
	1	Beguin High School, Bulan
	1	Biton National High School, Magallanes
	1	Cadandanan National High School, Bulan
	1	Cagbolo National Voc. HS, Magallanes



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

POSITION TITLE	NUMBER OF VACANCY/ IES	PLACE OF ASSIGNMENT
School Principal I	1	Calintaan Integrated School, Matnog
	1	Faustino G. Glua National HS, Bulan
	1	Jupi National High School, Gubat
	1	Lajong High School, Juban
	1	Manlabong National HS, Prieto Diaz
	1	Manuel T. Sia Memorial High School, Pilar
	1	Pandan High School, Castilla
	1	San Antonio High School, Barcelona
	1	San Rafael High School, Pilar
	1	Sisigon Integrated School, Matnog
Security Guard I	1	Sta. Cruz National High School, Donsol
Nurse II	1	Abucay National High School, Pilar
	1	SDO - School Health and Nutrition Section

- The reference for the comparative assessment is **DepEd Order No. 07, s. 2023** for School Administrators and Non-Teaching Positions.
- 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, Place of Assignment, and Job Summary.
- The 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 must be signed by the applicant and must be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 414 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755. Unsigned and/or unsworn document will be a ground for disqualification. Attached as **Annex B** is the blank template.
- All interested applicants are required to submit their documents to this link: <https://hrizon.hrmodepedsorsogon.com/index.php>



- The SDO Personnel Section is open to those who are in need of assistance in scanning their application requirements.



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

7. The deadline for submission is **Monday, July 13, 2026. It is therefore understood that no additional documents shall be accepted after the deadline.**
8. 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.
9. 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.
10. 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), at the Office of the Personnel Section, and through social media platforms.
11. 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.
12. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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

ANNEX A

NOTICE OF VACANCIES

POSITION PROFILE: Administrative Aide III (Clerk I)		
SALARY GRADE: 3	MONTHLY SALARY: 16,486.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Bulacao National High School, Gubat	
ITEM NUMBER/S:	OSEC-DECSB-ADA3-390139-2004	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* <i>*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015</i>	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		
<ul style="list-style-type: none"> To provide administrative support to the School Principal and other school personnel. Performs general administrative and clerical tasks. 		

POSITION PROFILE: Administrative Aide VI (Clerk III)		
SALARY GRADE: 6	MONTHLY SALARY: 19,716.00	NO. OF VACANCIES: 2
PLACE OF ASSIGNMENT:	Anywhere within the Division (Office of the SDS PSIPOP)	
ITEM NUMBER/S:	<ul style="list-style-type: none"> OSEC-DECSB-ADA6-390005-2005 OSEC-DECSB-ADA6-390093-2004 	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* <i>*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015</i>	
EXPERIENCE:	None Required	
TRAINING:	None Required	
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		
JOB SUMMARY:		



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

POSITION PROFILE: Administrative Aide VI (Clerk III)

- To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS)

POSITION PROFILE: Administrative Assistant II (Clerk IV)

SALARY GRADE: 8	MONTHLY SALARY: 22,423.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	Anywhere within the Division (Office of the SDS PSIPOP)	
ITEM NUMBER/S:	OSEC-DECSB-ADAS2-390720-2016	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* <i>*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015</i>	
EXPERIENCE:	1 year relevant experience	
TRAINING:	4 hours of relevant training	
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility	
PREFERRED QUALIFICATIONS: N/A		

JOB SUMMARY:

- To provide administrative support to the School Principal and other school personnel.
- Provides administrative and clerical support to his/her supervisor;
- May be designated to assist either the Principal/School Head or any of the Assistant Principals;
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

POSITION PROFILE: Administrative Assistant III (Secretary II)

SALARY GRADE: 9	MONTHLY SALARY: 24,329.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none"> SDO Sorsogon - Personnel Section 	
ITEM NUMBER/S:	<ul style="list-style-type: none"> OSEC-DECSB-ADAS3-390150-2018 	
CSC QUALIFICATION STANDARDS:		
EDUCATION:	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)* <i>*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015</i>	



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

POSITION PROFILE: Administrative Assistant III (Secretary II)	
EXPERIENCE:	1 year relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY:	Career Service (Sub-professional) / First Level Eligibility
PREFERRED QUALIFICATIONS: N/A	
<p>JOB SUMMARY: Performs administrative, clerical, and secretarial duties to support an office or superintendent, such as managing schedules, handling documents, assisting visitors, maintaining files, and preparing reports and meeting minutes.</p> <ul style="list-style-type: none"> • Scheduling and coordination: Manage calendars for staff and officials, schedule meetings, and confirm attendance. • Document management: Receive, log, and route incoming documents. Prepare and format documents, reports, and presentations. • Administrative support: Assist with travel arrangements, support programs and projects, and help visitors. • Record-keeping: Maintain and organize physical and electronic filing systems, ensuring files are accessible and secure. • Meeting support: Prepare meeting minutes, take meeting proceedings, and distribute copies to concerned parties. • Does related job. 	

POSITION PROFILE: Administrative Officer II		
SALARY GRADE: 11	MONTHLY SALARY: 31,705.00	NO. OF VACANCIES: 141
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none"> • Elementary Schools (Anywhere within the Division) • Casiguran Technical Vocational School • Magallanes National Vocational School • Olimpio A. Guarin Jr. National High School • Pili National High School, Magallanes • Sisigon Integrated School • Talaonga National High School, Sta. Magdalena 	
ITEM NUMBER/S:	<ul style="list-style-type: none"> • OSEC-DECSB-ADOF2-390294-2026 • OSEC-DECSB-ADOF2-390164-2026 • OSEC-DECSB-ADOF2-390165-2026 • OSEC-DECSB-ADOF2-390166-2026 • OSEC-DECSB-ADOF2-390167-2026 • OSEC-DECSB-ADOF2-390168-2026 • OSEC-DECSB-ADOF2-390169-2026 • OSEC-DECSB-ADOF2-390170-2026 • OSEC-DECSB-ADOF2-390171-2026 • OSEC-DECSB-ADOF2-390172-2026 • OSEC-DECSB-ADOF2-390173-2026 	



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 211-6461
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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

POSITION PROFILE: Administrative Officer II

- OSEC-DECSB-ADOF2-390174-2026
- OSEC-DECSB-ADOF2-390175-2026
- OSEC-DECSB-ADOF2-390176-2026
- OSEC-DECSB-ADOF2-390177-2026
- OSEC-DECSB-ADOF2-390178-2026
- OSEC-DECSB-ADOF2-390179-2026
- OSEC-DECSB-ADOF2-390180-2026
- OSEC-DECSB-ADOF2-390181-2026
- OSEC-DECSB-ADOF2-390182-2026
- OSEC-DECSB-ADOF2-390183-2026
- OSEC-DECSB-ADOF2-390184-2026
- OSEC-DECSB-ADOF2-390185-2026
- OSEC-DECSB-ADOF2-390186-2026
- OSEC-DECSB-ADOF2-390187-2026
- OSEC-DECSB-ADOF2-390188-2026
- OSEC-DECSB-ADOF2-390189-2026
- OSEC-DECSB-ADOF2-390190-2026
- OSEC-DECSB-ADOF2-390191-2026
- OSEC-DECSB-ADOF2-390192-2026
- OSEC-DECSB-ADOF2-390193-2026
- OSEC-DECSB-ADOF2-390194-2026
- OSEC-DECSB-ADOF2-390195-2026
- OSEC-DECSB-ADOF2-390196-2026
- OSEC-DECSB-ADOF2-390197-2026
- OSEC-DECSB-ADOF2-390198-2026
- OSEC-DECSB-ADOF2-390199-2026
- OSEC-DECSB-ADOF2-390200-2026
- OSEC-DECSB-ADOF2-390201-2026
- OSEC-DECSB-ADOF2-390202-2026
- OSEC-DECSB-ADOF2-390203-2026
- OSEC-DECSB-ADOF2-390204-2026
- OSEC-DECSB-ADOF2-390205-2026
- OSEC-DECSB-ADOF2-390206-2026
- OSEC-DECSB-ADOF2-390207-2026
- OSEC-DECSB-ADOF2-390208-2026
- OSEC-DECSB-ADOF2-390209-2026
- OSEC-DECSB-ADOF2-390210-2026
- OSEC-DECSB-ADOF2-390211-2026
- OSEC-DECSB-ADOF2-390212-2026
- OSEC-DECSB-ADOF2-390213-2026
- OSEC-DECSB-ADOF2-390214-2026
- OSEC-DECSB-ADOF2-390215-2026



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

POSITION PROFILE: Administrative Officer II

- OSEC-DECSB-ADOF2-390216-2026
- OSEC-DECSB-ADOF2-390217-2026
- OSEC-DECSB-ADOF2-390218-2026
- OSEC-DECSB-ADOF2-390219-2026
- OSEC-DECSB-ADOF2-390220-2026
- OSEC-DECSB-ADOF2-390221-2026
- OSEC-DECSB-ADOF2-390222-2026
- OSEC-DECSB-ADOF2-390223-2026
- OSEC-DECSB-ADOF2-390224-2026
- OSEC-DECSB-ADOF2-390225-2026
- OSEC-DECSB-ADOF2-390226-2026
- OSEC-DECSB-ADOF2-390227-2026
- OSEC-DECSB-ADOF2-390228-2026
- OSEC-DECSB-ADOF2-390229-2026
- OSEC-DECSB-ADOF2-390230-2026
- OSEC-DECSB-ADOF2-390231-2026
- OSEC-DECSB-ADOF2-390232-2026
- OSEC-DECSB-ADOF2-390233-2026
- OSEC-DECSB-ADOF2-390234-2026
- OSEC-DECSB-ADOF2-390235-2026
- OSEC-DECSB-ADOF2-390236-2026
- OSEC-DECSB-ADOF2-390237-2026
- OSEC-DECSB-ADOF2-390238-2026
- OSEC-DECSB-ADOF2-390239-2026
- OSEC-DECSB-ADOF2-390240-2026
- OSEC-DECSB-ADOF2-390241-2026
- OSEC-DECSB-ADOF2-390242-2026
- OSEC-DECSB-ADOF2-390243-2026
- OSEC-DECSB-ADOF2-390244-2026
- OSEC-DECSB-ADOF2-390245-2026
- OSEC-DECSB-ADOF2-390246-2026
- OSEC-DECSB-ADOF2-390247-2026
- OSEC-DECSB-ADOF2-390248-2026
- OSEC-DECSB-ADOF2-390249-2026
- OSEC-DECSB-ADOF2-390250-2026
- OSEC-DECSB-ADOF2-390251-2026
- OSEC-DECSB-ADOF2-390252-2026
- OSEC-DECSB-ADOF2-390253-2026
- OSEC-DECSB-ADOF2-390254-2026
- OSEC-DECSB-ADOF2-390255-2026
- OSEC-DECSB-ADOF2-390256-2026
- OSEC-DECSB-ADOF2-390257-2026



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

POSITION PROFILE: Administrative Officer II

- OSEC-DECSB-ADOF2-390258-2026
- OSEC-DECSB-ADOF2-390259-2026
- OSEC-DECSB-ADOF2-390260-2026
- OSEC-DECSB-ADOF2-390261-2026
- OSEC-DECSB-ADOF2-390262-2026
- OSEC-DECSB-ADOF2-390263-2026
- OSEC-DECSB-ADOF2-390264-2026
- OSEC-DECSB-ADOF2-390265-2026
- OSEC-DECSB-ADOF2-390266-2026
- OSEC-DECSB-ADOF2-390267-2026
- OSEC-DECSB-ADOF2-390268-2026
- OSEC-DECSB-ADOF2-390269-2026
- OSEC-DECSB-ADOF2-390270-2026
- OSEC-DECSB-ADOF2-390271-2026
- OSEC-DECSB-ADOF2-390272-2026
- OSEC-DECSB-ADOF2-390273-2026
- OSEC-DECSB-ADOF2-390274-2026
- OSEC-DECSB-ADOF2-390275-2026
- OSEC-DECSB-ADOF2-390276-2026
- OSEC-DECSB-ADOF2-390277-2026
- OSEC-DECSB-ADOF2-390278-2026
- OSEC-DECSB-ADOF2-390279-2026
- OSEC-DECSB-ADOF2-390280-2026
- OSEC-DECSB-ADOF2-390281-2026
- OSEC-DECSB-ADOF2-390282-2026
- OSEC-DECSB-ADOF2-390283-2026
- OSEC-DECSB-ADOF2-390284-2026
- OSEC-DECSB-ADOF2-390285-2026
- OSEC-DECSB-ADOF2-390286-2026
- OSEC-DECSB-ADOF2-390287-2026
- OSEC-DECSB-ADOF2-390288-2026
- OSEC-DECSB-ADOF2-390289-2026
- OSEC-DECSB-ADOF2-390290-2026
- OSEC-DECSB-ADOF2-390291-2026
- OSEC-DECSB-ADOF2-390292-2026
- OSEC-DECSB-ADOF2-390293-2026
- OSEC-DECSB-ADOF2-391167-2025
- OSEC-DECSB-ADOF2-390229-2024
- OSEC-DECSB-ADOF2-391084-2025
- OSEC-DECSB-ADOF2-391179-2025
- OSEC-DECSB-ADOF2-391131-2025
- OSEC-DECSB-ADOF2-390296-2026



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

POSITION PROFILE: Administrative Officer II

	<ul style="list-style-type: none"> • OSEC-DECSB-ADOF2-390295-2026 • OSEC-DECSB-ADOF2-390297-2026 • OSEC-DECSB-ADOF2-390298-2026 • OSEC-DECSB-ADOF2-390299-2026
CSC QUALIFICATION STANDARDS:	
EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	None Required
TRAINING:	None Required
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility
PREFERRED QUALIFICATIONS: N/A	
<p>JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.</p> <p>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: (1) Recruitment and Selection, (2) Personnel Records, (3) Compensation and Benefits, (4) Other HR-related functions, (5) General Administrative Support, (6) Financial Management, etc.</p>	

POSITION PROFILE: Project Development Officer I

SALARY GRADE: 11	MONTHLY SALARY: 31,705.00	NO. OF VACANCIES: 56
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none"> • Elementary Schools (Anywhere within the Division) • Abucay National High School, Pilar • Bagacay National High School, Gubat • Barcelona National Comp. HS, Barcelona • Bayasong National High School, Pilar • Buhang National High School, Bulusan • Bulan National High School, Bulan • Bulusan High School, Bulusan • Calao National High School, Prieto Diaz • Calintaan Integrated School • Casiguran Technical Vocational School • Castilla National High School, Castilla • Cumadcad National High School, Castilla • Dinapa National High School, Castilla • Donsol National Comprehensive HS, Donsol • Donsol Vocational High School • Donsol Vocational HS, Gimagaan Annex • Gabao National High School, Irosin • Gallanosa National High School, Irosin 	



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 211-6461
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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

POSITION PROFILE: Project Development Officer I

	<ul style="list-style-type: none">• Gubat National High School, Gubat• JP Laurel High School, Bulan• Juban High School, Juban• Magallanes National High School• Matnog National High School, Matnog• Palanas National High School, Pilar• Patag Integrated School• Pilar National Comprehensive High School, Pilar• Prieto Diaz National High School, Prieto Diaz• Rizal National High School, Gubat• Salvacion High School, Pilar• San Antonio High School, Barcelona• San Francisco National High School, Bulan• San Juan National High School, Casiguran• San Rafael National High School, Castilla• Santa Magdalena National HS, Sta. Magdalena• Sisigon Integrated School• Sta. Cruz National High School, Donsol• Sua High School, Matnog• Vinisitahan Integrated School
ITEM NUMBER/S:	<ul style="list-style-type: none">• OSEC-DECSB-PDO1-390170-2026• OSEC-DECSB-PDO1-390156-2026• OSEC-DECSB-PDO1-390138-2026• OSEC-DECSB-PDO1-390171-2026• OSEC-DECSB-PDO1-390144-2026• OSEC-DECSB-PDO1-390142-2026• OSEC-DECSB-PDO1-390143-2026• OSEC-DECSB-PDO1-390173-2026• OSEC-DECSB-PDO1-390164-2026• OSEC-DECSB-PDO1-390145-2026• OSEC-DECSB-PDO1-390147-2026• OSEC-DECSB-PDO1-390149-2026• OSEC-DECSB-PDO1-390150-2026• OSEC-DECSB-PDO1-390151-2026• OSEC-DECSB-PDO1-390152-2026• OSEC-DECSB-PDO1-390153-2026• OSEC-DECSB-PDO1-390120-2026• OSEC-DECSB-PDO1-390121-2026• OSEC-DECSB-PDO1-390122-2026• OSEC-DECSB-PDO1-390123-2026• OSEC-DECSB-PDO1-390124-2026• OSEC-DECSB-PDO1-390125-2026



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

POSITION PROFILE: Project Development Officer I

- OSEC-DECSB-PDO1-390126-2026
- OSEC-DECSB-PDO1-390127-2026
- OSEC-DECSB-PDO1-390128-2026
- OSEC-DECSB-PDO1-390129-2026
- OSEC-DECSB-PDO1-390130-2026
- OSEC-DECSB-PDO1-390131-2026
- OSEC-DECSB-PDO1-390132-2026
- OSEC-DECSB-PDO1-390133-2026
- OSEC-DECSB-PDO1-390134-2026
- OSEC-DECSB-PDO1-390135-2026
- OSEC-DECSB-PDO1-390136-2026
- OSEC-DECSB-PDO1-390137-2026
- OSEC-DECSB-PDO1-390159-2026
- OSEC-DECSB-PDO1-390160-2026
- OSEC-DECSB-PDO1-390157-2026
- OSEC-DECSB-PDO1-390140-2026
- OSEC-DECSB-PDO1-390162-2026
- OSEC-DECSB-PDO1-390163-2026
- OSEC-DECSB-PDO1-390165-2026
- OSEC-DECSB-PDO1-390168-2026
- OSEC-DECSB-PDO1-390161-2026
- OSEC-DECSB-PDO1-390169-2026
- OSEC-DECSB-PDO1-390174-2026
- OSEC-DECSB-PDO1-390158-2026
- OSEC-DECSB-PDO1-390172-2026
- OSEC-DECSB-PDO1-390139-2026
- OSEC-DECSB-PDO1-390141-2026
- OSEC-DECSB-PDO1-390146-2026
- OSEC-DECSB-PDO1-390148-2026
- OSEC-DECSB-PDO1-390175-2026
- OSEC-DECSB-PDO1-390166-2026
- OSEC-DECSB-PDO1-390154-2026
- OSEC-DECSB-PDO1-390167-2026
- OSEC-DECSB-PDO1-390155-2026

CSC QUALIFICATION STANDARDS:

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	None Required
TRAINING:	None Required
ELIGIBILITY:	Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY: Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 211-6461
 Email: sorsogon@depd.gov.ph
 Website: depedsorsogon.com.ph



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

POSITION PROFILE: Project Development Officer I

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.

KEY RESULT AREAS:

- Program Management and Implementation
- Program Coordination and Partnerships
- Advocacy
- Secondary duties as may be assigned by the Supervisor

POSITION PROFILE: School Principal I

SALARY GRADE: 19	MONTHLY SALARY: 59,153.00	NO. OF VACANCIES: 16
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none"> • Banuang Gurang National High School, Donsol • Beguin High School, Bulan • Biton National High School • Cadandanan National High School, Bulan • Cagbolo National Vocational HS, Magallanes • Calintaan Integrated School • Faustino G. Glua National High School, Bulan • Jupi National High School, Gubat • Lajong High School, Juban • Manlabong National High School, Prieto Diaz • Manuel T. Sia Memorial High School, Pilar • Pandan High School, Castilla • San Antonio High School, Barcelona • San Rafael High School, Pilar • Sisigon Integrated School • Sta. Cruz National High School, Donsol 	
ITEM NUMBER/S:	<ul style="list-style-type: none"> • OSEC-DECSB-SP1-390124-2026 • OSEC-DECSB-SP1-390120-2026 • OSEC-DECSB-SP1-390129-2026 • OSEC-DECSB-SP1-390121-2026 • OSEC-DECSB-SP1-390128-2026 • OSEC-DECSB-SP1-390130-2026 • OSEC-DECSB-SP1-390122-2026 • OSEC-DECSB-SP1-390126-2026 • OSEC-DECSB-SP1-390127-2026 • OSEC-DECSB-SP1-390134-2026 	





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

POSITION PROFILE: School Principal I

	<ul style="list-style-type: none"> • OSEC-DECSB-SP1-390133-2026 • OSEC-DECSB-SP1-390123-2026 • OSEC-DECSB-SP1-390119-2026 • OSEC-DECSB-SP1-390132-2026 • OSEC-DECSB-SP1-390131-2026 • OSEC-DECSB-SP1-390125-2026
--	--

CSC QUALIFICATION STANDARDS:

EDUCATION:	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
EXPERIENCE:	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
TRAINING:	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
ELIGIBILITY:	RA 1080, as amended (Teacher)

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY: Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.

Instructional Leadership; Learning Environment; Human Resource Management and Development; Parents' Involvement and Community Partnership; School Leadership, Management and Operations

POSITION PROFILE: Security Guard I

SALARY GRADE: 3	MONTHLY SALARY: 16,486.00	NO. OF VACANCIES: 1
PLACE OF ASSIGNMENT:	<ul style="list-style-type: none"> • Abucay National High School, Pilar 	
ITEM NUMBER/S:	<ul style="list-style-type: none"> • OSEC-DECSB-SECG1-390009-2002 	

CSC QUALIFICATION STANDARDS:

EDUCATION:	High School Graduate (prior to 2016); OR Completion of Grade 10 / Junior High School (starting 2016) *In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015
EXPERIENCE:	None Required
TRAINING:	None Required
ELIGIBILITY:	Security Guard License (CSC MC No. 11, s. 1996, as amended*** - Cat. IV)



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 211-6461
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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

POSITION PROFILE: Security Guard I

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY:

- Protects people and property within the area of responsibility.
- Maintains peace and order within the area of responsibility.
- Prevention - Protects people and property within the area of responsibility.
- Visibility - Remains visible at all times while on duty.
- Vigilance - Maintains alertness while on duty especially in times of danger.
- Observation and Report - Prepares investigation reports on offenses and violations within the premises.
- Team Play - Properly turn over of reports and information to the next person on duty
- Does related job.

POSITION PROFILE: Nurse II

SALARY GRADE: 16

MONTHLY SALARY:
45,694.00

NO. OF VACANCIES: 1

PLACE OF ASSIGNMENT:

- SDO - School Health and Nutrition Section

ITEM NUMBER/S:

- OSEC-DECSB-NURS2-390098-2021

CSC QUALIFICATION STANDARDS:

EDUCATION:

Bachelor of Science in Nursing

EXPERIENCE:

1 year of relevant experience

TRAINING:

4 hours of relevant training

ELIGIBILITY:

RA 1080 (Nursing Licensure Exam)

PREFERRED QUALIFICATIONS: N/A

JOB SUMMARY: Assists the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.

KEY RESULT AREAS:

- Health Programs and Services
- Nutrition Program and Services
- Linkages
- Special Services