

Republic of the Philippines

Department of Education

REGION V SCHOOLS DIVISION OF SORSOGON GUBAT NATIONAL HIGH SCHOOL Paradijon, Gubat, Sorsogon

February 14, 2025

SCHOOL MEMORANDUM No. 35 S. 2025

TO:

Asst. School Principals

School Human Resource Merit Promotion and Selection Board

Department Heads All Others Concerned

ANNOUNCEMENT OF VACANCY FOR TEACHER II IN JHS

1. This is to announce to the field that this Office, through the School Human Resource Merit Promotion and Selection Board (HRMPSB), will conduct a comparative assessment of the following vacant position:

TEACHER II - DECSB-OSEC-TCH2-401921-1998 - SALARY GRADE 12

- 2. The reference for the conduct of the comparative assessment is **DepEd Order No. 20, s. 2024**.
- 3. Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item Number, Salary Grade, Monthly Salary, Oualification Standards, and Place of Assignment.
- 4. Attached as Annex B are the list of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.
- 5. Prompt initial evaluation will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed with the Comparative Assessment.
- 6. The deadline for submission is February 17, 2025 at 5:00 pm. It is therefore understood that no additional documents shall be accepted after the deadline. It is encouraged that applicants should submit their envelopes before the set deadline.









Bonifacio St., Paradijon Gubat, Sorsogon, 4710



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- 7. 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.
- 8. Persons with disability may request assistance from the School HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
- 9. The schedule date of the comparative assessment will be announced through an Advisory which will be posted on the Gubat NHS Official Website (www.gubatnhs.depedsorsogon.com.ph), at the Office of the Administrative Section and through Official GNHS GC.
- 10. Immediate and wide dissemination of this Memorandum is enjoined.

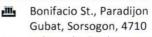
AVE E. MENDIZABAI School Principal III













	Place of Assignment	GUBAT NHS - JHS		
	Compete ncy (if applicabl e)			
Qualification Standards	Eligibility	RA 1080 /LET/PBET		
	Experience			
	Training	NONE REQUIRED 1 YR RELEVANT		
	Educatio	BSED		
	Salary/ Job/ Pay Salary Erade	32,245		
	Salary/ Job/ Pay Grade	12		
	Plantilla Item No.	DECSB-OSEC- Teacher II TCH2-401921- 1998		
[6]	Position Title (Parenthetica Plantilla Item I Title, if No. applicable)	Teacher II		
	N _O	-		

	CHECKLIST OF RE	QUIREMENTS		
		Application Code:		
ame	of Applicant:			
ositi	on Applied For:			
ont	act Number:			
elig	ion:			
thn	icity:			
erso	on with Disability: Yes () No ()			
olo	Parent: Yes () No ()			
		Status of	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Submission		намоў на бураз вав селатоў
	Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
	to the Head of Office or to the	Chicago V Commany	(Check () complied)	
	Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS)			
	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if			
	applicable I DDG Livery (ID) if applicable			- Allen and a
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if			
_	applicable Photocopy of scholastic/academic record such as but not			
e.	limited to Transcript of Records (TOR) and Diploma, including		1	
	completion of graduate and post-graduate units/degrees, if		1	
	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			
	Photocopy of latest appointment, if applicable			
h.	Photocopy of the Performance Ratings in the last rating			
	period(s) covering one (1) year performance prior to the			
	language if applicable		 	
j.	Chacklist of Requirements and Omnibus Sworn Statement on			1
	the Certification on the Authenticity and Veracity (CAV) of the			
	documents submitted and Data Privacy Consent Form Other documents as may be required for comparative			
k.	assessment:			
_	Means of Verification (MOVs) showing Outstanding			1
	Accomplishments Application of Education, and Application of			1
	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			1
	to the position to be filled			
	Attested: Human Resource Management Officer	-		
	omnibus swo	RN STATEMENT		
	THE LAW PROPERTY AND LAW PARTY			
	CERTIFICATION OF AUTHENTICITY AND VERACITY I hereby certify that all information above are true and correct,	and of my nersonal	knowledge and beli	ef, and the documents
	I hereby certify that all information above are true and correct, submitted herewith are original and/or certified true copies the	ereof.		
	submitted herewith are original and/or certified true copies and			
	DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect	and process my per	sonal information a	as stated above, for purposes
	I hereby grant the Department of Education the right to collect relevant to the recruitment, selection, and placement of person laws, rules, and regulations being implemented by the Civil Se	iner of the Departmen	it and for purposes	
				l Signature of Applicant
			Name and	1 Signature of Applicant
	Subscribed and sworn to before me this day of	, year	•	
			Person Administ	ering Oath
	10 10 10 10 10 10 10 10 10 10 10 10 10 1	(Alexandia decuments abal	have the legal effect, vali	dity or enforceability as any other

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic 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.