



Republic of the Philippines
 Department of Education
 Region V(Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

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DepEd, Division of Catanduanes

RECORDS SECTION

August 19, 2019 AUG 20 2019

Time: 9:40 AM

Initial/Sienature: [Signature]

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads
- Non-Teaching Personnel
- All Other Concerned

This Office hereby announces the vacancies for the following positions at Gigmoto Rural Development High School. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

1. Administrative Officer IV
2. Senior Bookkeeper
3. Administrative Assistant II (Disbursing Officer)

Criteria	Non-Teaching (Level 2)	Non-Teaching (Level 1)
Performance Rating for the last 3 rating periods	30	35
Experience	10	5
Outstanding Accomplishments	20	5
Education	15	10
Training	10	10
Potential	10	20
Psychosocial Attributes & Personality Traits	5	15

The Qualification Standards are as follows: (Reference: CSC MC No. 10 s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer IV	15	2	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional/Second Level Eligibility)
Senior Bookkeeper	9	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/First Level Eligibility)
Administrative Assistant II	8	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/First Level Eligibility)



Applicants should submit **two (2) folders** with the following documents:

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment (pls. attach if needed per qualification standards)
3. Certificate of relevant trainings/seminars attended (pls. attach if needed per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility/Board Rating


2nd Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. Other documents relevant to the position applied for

Each folder must be sealed in a separate envelope (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **August 27, 2019**.

Schedule of Evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

Position	Education	Experience	Training	Eligibility
Administrative Officer IV	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Professional/First Level Eligibility
Senior Bookkeeper	Completion of two-year studies in course	1 year of relevant experience	4 hours of relevant training	Professional/First Level Eligibility
Administrative Assistant II	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Professional/First Level Eligibility