



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

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LEASED

Division of Catanduanes

RECORDS SECTION

Date: JUN 17 2019

Time: 7:30 AM

June 14, 2019 Initial/Signature: [Signature]

MEMORANDUM TO:

- Asst. Schools Division Superintendent
- Chief Education Program Supervisors
- Public Schools District Supervisors
- Elementary & Secondary School Heads/OIC's
- Division Human Resource Merit Promotion & Selection Board
- All Other Concerned

This office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 42, s. 2007 and DepEd Order No. 66, s. 2007:

1. Head Teacher III (Secondary)
2. Administrative Assistant II (Disbursing Officer) Junior High School

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

The Qualification standards are as follows: (DepED Order No. 39, s. 2007 & CSC MC No. 10, s. 2005)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Administrative Assistant II (Disbursing Officer)	8	1	Completion of 2-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
3. Certificate of relevant trainings/seminars attended (pls. attached if required per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility or Board Rating

2nd Folder:

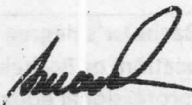
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Performance Rating 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 **June 21, 2019**.

Applicants for Head Teacher III (Panganiban National High School)) with submitted folders to this office may still update their documents until on the above-mentioned date.

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