



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

Email Add: catanduanes@deped.gov.ph / catanduanesdiv15@gmail.com
Website: www.depedrocatanduanes.com Tel No.: (052)811-40-63



July 9, 2018

RELEASED

DepEd, Division Office of Catanduanes

RECORDS SECTION

DATE: JUL 10 2018

TIME: 1:25 P.M.

BY: [Signature]

MEMORANDUM TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Division Human Resource Merit Promotion & Selection Board
All Other Concerned

This office hereby announces the vacancies for Head Teacher II & Head Teacher III positions (Elementary). 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:

Criteria	Points
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	30
Education	10
Training	10
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (DepED Order No. 39, s. 2007)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III	16	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Head Teacher II	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA1080 (Teacher)

Applicants should have the following documents:

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

Pertinent papers/documents **duly sealed in a long envelope** (with name, address, contact number and position applied for) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **July 17, 2018**. Evaluation will be on July 20 and 23, 2018 at the Schools Division Office. Applicants are advised to bring their original documents on the day of evaluation.

For dissemination, guidance and compliance.

Schedule of Evaluation:

Head Teacher III - July 20, 2018, 8AM

Head Teacher II - July 23, 2018, 8AM

[Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent