MEMORANDUM TO:
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads/OIC’s
Teaching & Non-Teaching Personnel
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 VI (Catanduanes National High School)
2. Head Teacher V (Pandan School of Arts & Trades)
3. Administrative Officer II (Senior High School)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>School Head</th>
<th>Non-Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Rating for the last 3 rating periods</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Experience</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Outstanding Accomplishments</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Education</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Training</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Potential</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Psychosocial Attributes &amp; Personality Traits</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

The Qualification Standards are as follows: (Reference: DepED Order No. 39, s. 2007 and CSC Qualification Standard Revised 1997).

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher VI</td>
<td>19</td>
<td>2</td>
<td>Bachelor's degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization</td>
<td>Head Teacher for 5 years; or Master Teacher for 4 years</td>
<td>24 hours of relevant training</td>
<td>RA 1080 (Teacher)</td>
</tr>
<tr>
<td>Head Teacher V</td>
<td>18</td>
<td>2</td>
<td>Bachelor's degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization</td>
<td>Head Teacher for 4 years; or Master Teacher for 3 years</td>
<td>24 hours of relevant training</td>
<td>RA 1080 (Teacher)</td>
</tr>
<tr>
<td>Administrative Officer II</td>
<td>11</td>
<td>2</td>
<td>Bachelor's degree relevant to the job</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Professional/Second Level Eligibility)</td>
</tr>
</tbody>
</table>
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. 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 July 12, 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