



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

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February 6, 2018

MEMORANDUM TO:

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

RELEASED

DepEd, Division of Catanduanes
 RECORDS SECTION
 Date FEB 07 2018
 Time: 4:00 PM
 Initial/Signature: [Signature]

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. Administrative Officer IV (Catanduanes National High School & San Andres Vocational School)

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

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

| Position | Salary Grade | Level | Education | Experience | Training | Eligibility |
|---------------------------|--------------|-------|--|---|-------------------------------|--|
| Head Teacher VI | 19 | 2 | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization | Head Teacher for 5 years; or Master Teacher for 4 years | 24 hours of relevant training | RA 1080 |
| 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) |

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) revised 2017
4. Updated Service Records or Certificate of Employment
5. PRC License (for RA1080)
6. Board Rating or Certificate of Eligibility
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, 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 **February 15, 2018**.

Schedule of Evaluation will be on the following dates at the SDO-BAC Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

| Position Title | Date |
|---|-----------------------------|
| Head Teacher VI | February 22, 2018, 8:00 A.M |
| Administrative Officer IV (Catanduanes NHS) | February 26, 2018, 8:00 A.M |
| Administrative Officer IV (San Andres VS) | February 28, 2018, 8:00 A.M |

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent