



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

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



April 22, 2019

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

Date: APR 23 2019

Time: \_\_\_\_\_  
Initial/Signature: S. N. H. A.

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. 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 Aide III (Clerk) – Baras Rural Development High School
2. Administrative Aide III (Utility Worker) – San Andres Vocational School
3. Security Guard II – San Andres Vocational School

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

The Qualification Standards are as follows: (Reference: CSC Qualification Standard Revised 1997 & CSC MC No. 10, s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Aide III (Clerk)	3	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional/First Level Eligibility)
Administrative Aide III (Utility Worker)	3	1	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996
Security Guard II	5	1	High School Graduate	None required	None required	Security Guard License (MC 11, s.-Cat II)

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

**1<sup>st</sup> Folder:**

1. Transcript of Records/Special Order
2. Updated Service Records
3. Latest Appointment
4. Certificate of Eligibility or Board Rating
5. TESDA NC-II -for Administrative Aide III (Utility Worker) position
6. Security Guard License (not expired)

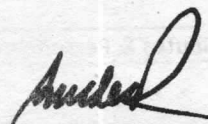
**2<sup>nd</sup> Folder:**

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 or NC II
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 **April 30, 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 VI**  
Schools Division Superintendent

Position	Level	Grade	Remarks	Date
Administrative Aide III (Utility Worker)	NC-II	3		
Administrative Aide III (Utility Worker)	NC-II	3		
Administrative Aide III (Utility Worker)	NC-II	3		
Administrative Aide III (Utility Worker)	NC-II	3		