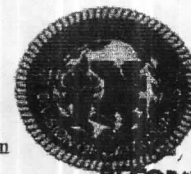


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Republic of the Philippines
 Department of Education
 Region V(Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

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



LEASED

Division of Catanduanes

RECORDS SECTION

Date: JUN 13 2019

Time: 1:45 P.M.

June 13, 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

In connection with the forthcoming 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:

1. Head Teacher I (Secondary)
2. School Principal II (Elementary)
3. School Principal II (Secondary)
4. School Principal I (Secondary)

| 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 I | 14 | 2 | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization | TIC for 1 year; or Teacher for 3 years | 24 hours of relevant training | RA1080 (Teacher) |
| School Principal II (Elementary) | 20 | 2 | Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management | 1-year as Principal | 40 hours of relevant training | RA1080 (Teacher) |
| School Principal II (Secondary) | 20 | 2 | Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management | 1 year as Principal | 40 hours of relevant training | RA1080 (Teacher) |
| School Principal I (Secondary) | 19 | 2 | Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units | Head Teacher for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years | 40 hours of relevant training | RA1080 (Teacher) |

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

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records
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:

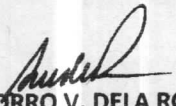
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Performance Rating 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 24, 2019**.

Applicants for Head Teacher I (Milaviga Integrated School)) with submitted folders to this office may still update their documents until 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